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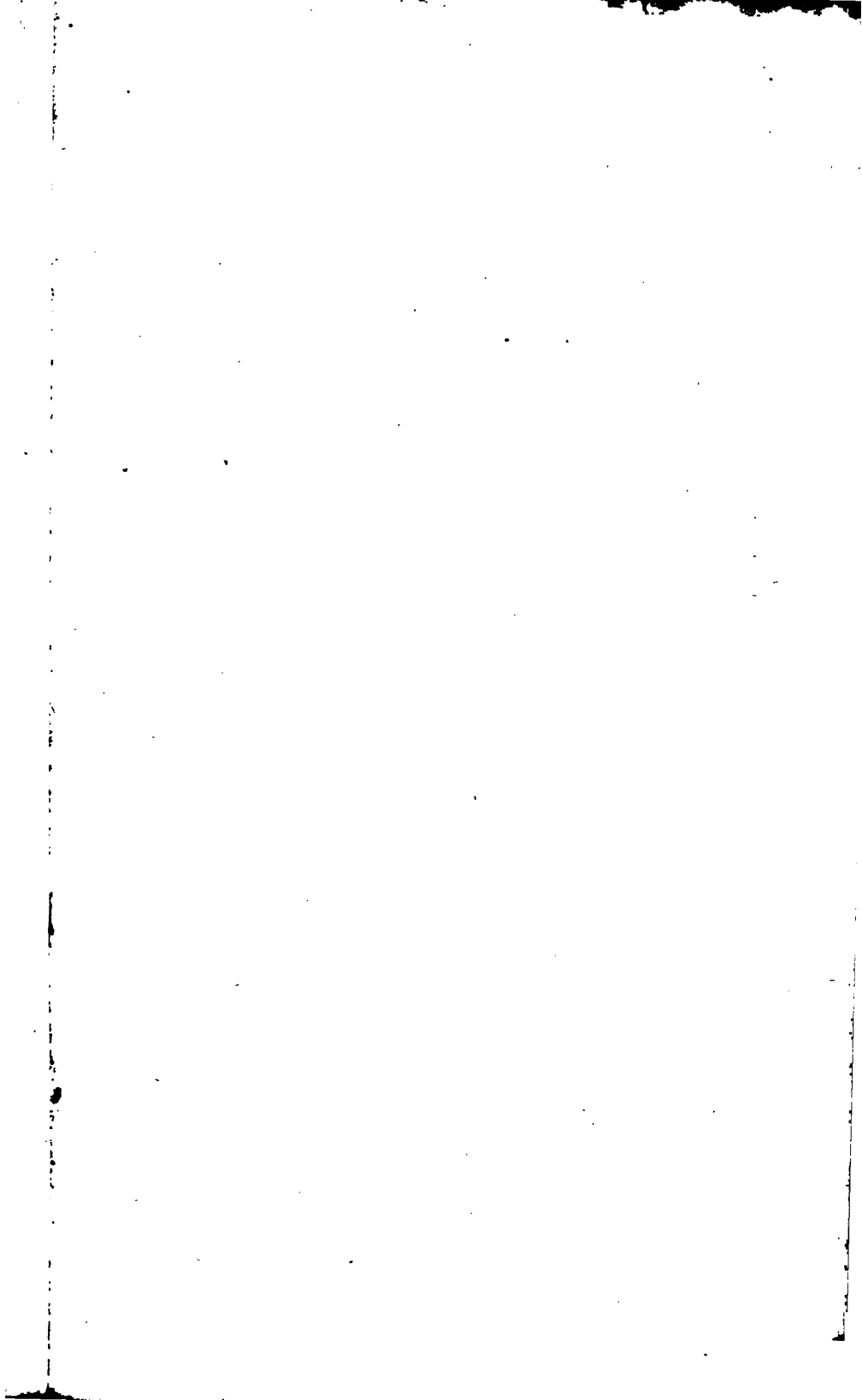
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*The Alphabet and words the  
— letters stand for —*

<i>b</i>	2	<i>be, by, been</i>
<i>d</i>	1	<i>do, did</i>
<i>f or v</i>	\	<i>off, of, if</i>
<i>g or j</i>	3	<i>god, give, go</i>
<i>h</i>	7	<i>have, he</i>
<i>k or q</i>	0	<i>know, known, no</i>
<i>l</i>	5	<i>lord, all</i>
<i>m</i>	8	<i>me, my, many</i>
<i>n</i>	U	<i>hand, and, an, in</i>
<i>p</i>	P	<i>peace, person</i>
<i>r</i>	7	<i>are, air, our, or</i>
<i>s</i>	—	<i>his, is, as, us</i>
<i>t</i>	1	<i>that, time</i>
<i>w</i>	6	<i>with, which, who</i>
<i>x</i>	7	<i>example, except</i>
<i>y</i>	✓	<i>you, your, year</i>
<i>ch</i>	C	<i>such, chance</i>
<i>sh</i>	7	<i>shalt, shall</i>
<i>th</i>	7	<i>the, thee, they</i>
<i>ious</i>	U	<i>conscious, judicious</i>
<i>&amp;c.</i>	o	
<i>viz</i>	7	

AN  
UNIVERSAL SYSTEM  
OF  
**STENOGRAPHY,**  
OR  
**SHORT-HAND WRITING;**

INTENDED TO  
ESTABLISH A STANDARD

FOR THIS  
**Ingenuous and Useful Science,**

UPON SUCH SIMPLE AND APPROVED PRINCIPLES AS HAVE  
NEVER BEFORE BEEN OFFERED TO THE PUBLIC;

WHEREBY

*A Person in a few Days may instruct himself to write Short-hand  
correctly; and, by a little Practice, cannot fail taking down any  
Discourse, delivered in Public.*

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BY  
**SAMUEL TAYLOR,**  
MANY YEARS PROFESSOR AND TEACHER OF THE SCIENCE AT OXFORD,  
AND THE UNIVERSITIES OF SCOTLAND AND IRELAND.

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THE FIFTH EDITION:

To which is now added,

A NEW PLATE OF ALL THE TERMINATIONS AT ONE VIEW.

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**London:**

*Printed by J. F. Dove, St. John's Square,*  
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1814.

25788. d. 1.





TO THE  
RIGHT HONOURABLE  
**FREDERICK LORD NORTH,**  
CHANCELLOR  
OF THE  
UNIVERSITY OF OXFORD.

---

MY LORD,

At the time when your Lordship did me the honour of conversing upon the subject of my intention of publishing *A Standard for the Science for Short-hand Writing*; and, in order to promote its success, well knowing its utility, became the first subscriber, I felt very sensibly the intention of your Lordship's goodness. But, shortly after, when I waited the second time upon your Lordship, the polite reception I then met with, and your kind condescension in patronising and permitting me to inscribe this work to your Lordship, has made an impression on my mind, which can never be erased.

The power and inclination of encouraging Science, Merit, and Industry, is so amply conspicuous in your Lordship's nature, that it is no wonder it should admit of no comparison: and though I despair of addressing your Lordship in any degree equal to your worth and dignity, or in a style equal to what I feel, yet I have the ambition to believe, that your Lordship will accept of this acknowledgment as the dictates of a grateful heart.

That your Lordship and family may here enjoy an uninterrupted state of health and felicity, and hereafter be amply rewarded for your many generous and meritorious acts, is the sincere wish of,

MY LORD,

Your LORDSHIP's most grateful,

Most obedient, and devoted

Humble Servant,

SAMUEL TAYLOR.

## Recommendations

### IN FAVOUR OF THIS WORK.

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UNDER the persevering efforts of Mr. TAYLOR, the art of *Short-hand Writing* seems to have attained perfection. His system is so exceedingly connected, and so happily accommodated in its arrangement, to the natural order of words, and the harmony of our language particularly, that it is surprising to observe, with what facility the mind assimilates it to the purpose of expression. Being free from those arbitrary symbols which produce the certain confusion, that occurs so repeatedly in those other systems hitherto made public, it enjoys, above them all, this distinguished criterion in that decided superiority, which accuracy and precision, clearness and simplicity, bestow upon it. Indeed, under the auspices of its inventor, it could not fail to become perfect: to his abilities, as a Teacher, the most courteous assiduity and polite attention are eminently added.

(Signed)

JAMES WHITESTONE,

*Barrister at Law, Dublin.*

---

*Newcastle upon Tyne.*

HAVING been taught *Short-hand* by Mr. TAYLOR, whose system and manner of teaching it, has been of singular service to me; I strongly recommend it to every gentleman of my profession, as well as to those in the mercantile way, it being so short, so easy to be got by art, and so comprehensive, as to be retained by any one able to write; and I venture to affirm, that Mr. *Taylor* does not desire any further encouragement than the merits of his useful system shall apparently entitle him to.

(Signed)

GEO. LONGSTAFF,

*Attorney at Law.*

CONSIDERING the many advantages arising from the attainment of Mr. TAYLOR's System of *Short-hand Writing*, I should deem myself ungenerous to mankind, was I to omit recommending to their highest esteem, a system so truly beneficial to the man of business, and so highly delightful and entertaining to the curious.

Mr. *Taylor's* endowments as a Teacher, and otherwise polite and engaging deportment, will ever, I trust, insure to him that ample encouragement he so justly merits.

(Signed)

DAVID NAPIER.

N. B. *It is highly approved of by the Heads of the Universities of England, and by the Professors of the Universities of Scotland and Ireland; and consequently must have received the approbation of the first Judges in Europe.*

HAVING been taught *Short-hand* by Mr. TAYLOR, I cannot but express my great satisfaction, on account of the wonderful simplicity of this excellent system, which cannot be too much admired.—His knowledge of the art is very great, his attention to his pupils very uncommon, which must recommend him to all who are desirous of acquiring a knowledge of so useful a science.

R. B. ÆNEAS MACLEOD.

*Edinburgh, Feb. 16, 1782.*

*The following GENTLEMEN of EDINBURGH are of the same Opinion:*

T. S. Jones, <i>Minister.</i>	Arch. Lundie, <i>Writer.</i>
Jos. R. Macgregor, <i>Minister</i> <i>of the Gallic Chapel.</i>	Thomas Scott, <i>Writer to the</i> <i>Signet.</i>
Andrew Shirra.	John Cockburn, <i>do.</i>
J. Kemp, <i>Minister.</i>	John Tawse, <i>do.</i>
Tho. Randall, <i>Minister.</i>	A. Abercromby, <i>do.</i>
Robert Ranken, <i>Writer.</i>	H. Cairncross, <i>Writer.</i>
Fred. Fotheringham, <i>Writer</i> <i>to the Signet.</i>	W. Veitch, <i>Merchant.</i>
Horatius Cannon, <i>do.</i>	W. Elliott, <i>Writer.</i>
John Lockhart.	Allan Dalziel, <i>do.</i>
Jo. Maul, <i>Writer.</i>	Walter Elliott, <i>do.</i>
	Michael Potter.

John Hume, <i>Writer.</i>	James Craig, <i>Clerk.</i>
John Anderson, <i>do.</i>	Alex. Manners.
And. Steuart, <i>jun. Writer to the Signet.</i>	Hew Dalrymple.
W. Maxwell, <i>Writer.</i>	William Sandes, <i>Writer to the Signet.</i>
A. Todd, <i>Writer to the Signet.</i>	T. Adair, <i>do.</i>
John Somervill, <i>Writer.</i>	John Hunter, <i>do.</i>
Andrew Hunter, <i>D. D.</i>	R. Campbell, <i>Writer.</i>
W. Inglis, <i>Writer.</i>	Vans Hathorn, <i>Writer to the Signet.</i>
W. Steuart, <i>Advocate.</i>	George Hathorn.
James Watson, <i>Writer to the Signet.</i>	John Trotter, <i>Minister.</i>
Thomas Macdonald, <i>do.</i>	A. Gibson, <i>Writer to the Signet.</i>
James Farrier, <i>do.</i>	William Buchan, <i>do.</i>
Thomas Manners.	George Tod, <i>do.</i>
John Peat, <i>Writer.</i>	James Thomson, <i>do.</i>
Rev. Sir H. Moncrieff Well-wood, <i>Bart.</i>	Charles Innes, <i>do.</i>
John Haig, <i>Merchant.</i>	John Moir, <i>do.</i>
Alex. Macdonald, <i>Writer to the Signet.</i>	Samuel Shaw, <i>Writer.</i>
	Arch. Ormston.

HAVING been taught to write *Short-hand* by Mr. TAYLOR, I highly approve of his method, and most heartily recommend him, as a Gentleman worthy of the greatest encouragement in his profession.

JAMES MOODY, *Minister.*

*Perth, October 18, 1782.*

*The following GENTLEMEN of PERTH are of the same Opinion:*

James Chalmers, <i>Writer.</i>	J. Drummond, <i>Advocate.</i>
James Patton, <i>do.</i>	John Young, <i>Merchant.</i>
Da. Keltie, <i>do.</i>	John Stewart, <i>Writer.</i>
Pat. Duncan, <i>jun. do.</i>	James Morris, <i>Stationer.</i>

BEING well convinced of the superiority of Mr. TAYLOR's System of *Short-hand* to any other, I heartily subscribe my approbation of it. Mr. Taylor's great attention to his pupils, will recommend him to his employers, better than any recommendation of mine.

EBENEZER ANDERSON.

*Dundee, 11th December.*

*The following GENTLEMEN of DUNDEE are of the same Opinion :*

George Lockhart.	W. Bell, <i>Merchant.</i>
William Spence.	J. Teasdale, <i>Minister of the</i>
Alexander Thain.	<i>English Chapel.</i>
Robert Hannah, <i>Minister.</i>	J. Nealsen, <i>Merchant.</i>
W. Mitchell, <i>Merchant.</i>	

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*Montrose, 3d Jan. 1783.*

So much has been already advanced in praise of Mr. TAYLOR's System of *Short-hand*, that there is little room left me for saying more on that subject. However, I look upon it as my duty to take this manner of testifying my approbation of his conduct towards me as his pupil ; and likewise to mention that he has taught me to write his method of *Short-hand* completely, in six lessons, which is well worth the study of every gentleman.

JOHN OGILVIE, *Writer.*

Alex. Alison, <i>Writer.</i>	A. Gardiner, <i>Merchant.</i>
James Cowie.	T. Stewart, <i>Town Clerk.</i>
J. Kinear, <i>Merchant.</i>	John Reay, <i>Minister.</i>

*The following GENTLEMEN join in Opinion with Dr. BEATTIE :*

J. Marshal, <i>Advocate.</i>	Alexander Shirreffs.
James Thomson, <i>do.</i>	A. Bean, <i>Advocate.</i>
J. H. Beattie, <i>the Doctor's son.</i>	R. Macleod, <i>Minister.</i>
William Duncan, <i>Writing-master.</i>	William Inghland.
A. Daune, <i>Advocate.</i>	Keith Turner.
J. James, <i>do.</i>	Alex. Copeland, <i>M. D.</i>
W. Jamieson, <i>do.</i>	J. Clerk, <i>jun. Writer.</i>
John Ross, <i>do.</i>	D. Newall, <i>do.</i>
George Forbes, <i>do.</i>	David Glen, <i>do.</i>
R. Aitken, <i>Minister.</i>	James Graham, <i>do.</i>
C. Bannerman, <i>Merchant.</i>	Sim. Mackenzie, <i>do.</i>
William Glennie.	Francis Maxwell, <i>do.</i>
John Watson.	John Aikin, <i>jun. do.</i>
Alexander Shand.	J. Rickerby, <i>Merchant.</i>
	Robert Riddick.
	John Stewart, <i>Banker.</i>

*The following GENTLEMEN of IRELAND join in Opinion with Mr. WHITESTONE:*

John Dunn, <i>Barrister at Law.</i>	R. Forsayeth, <i>Minister.</i>
Henry Doyel, <i>do.</i>	Charles Smith, <i>do.</i>
John E. Batty, <i>do.</i>	Francis Orpen, <i>do.</i>
R. Cornwall, <i>Attorney.</i>	W. Lumley, <i>Merchant.</i>
James Robinson, <i>do.</i>	Samuel Cooper, <i>do.</i>
John White, <i>do.</i>	Richard Moore, <i>Barrister at Law.</i>
E. Ledwick, <i>Minister.</i>	Ben. Hayes, <i>Attorney.</i>
Robert Cooke, <i>Attorney.</i>	John Lane, <i>Surgeon.</i>
John Newport, <i>Barrister at Law.</i>	Dean Hoare.
David Jones, <i>Merchant.</i>	J. D. Grady, <i>Barrister at Law.</i>
Phin Murphy.	Edward Morgan.
Thomas Brooke.	Thomas Casey, <i>Barrister at Law.</i>
William Harvy.	William Lewis.
John Boswell.	Richard Creagh.
C. Edwards.	
Archdeacon Forsayeth.	

*The following is a Copy of a few Lines, written by a Gentleman, relative to his Son being instructed by me.*

A SON of mine, (a child not eleven years old) has been instructed by Mr. TAYLOR, in *Short-hand Writing*, and I have every reason to imagine the boy perfect therein, though the attendance did not exceed seven Lessons. He is capable of writing with expedition, and reads it with ease.—Dated at Cork, 30th July, 1784.

JOHN LAUDER,  
*Attorney at Law.*

I HAVE received strong recommendations of Mr. TAYLOR as a *Teacher of Stenography*, from persons who have been instructed by him: and, upon their testimony, I am persuaded that he teaches by a system, more easy and comprehensive than any that has yet been discovered; and with an address and attention that merits every encouragement.

WILLIAM LANDON,  
March 11, 1785. *Fellow of Worcester College, Oxford.*

x *Recommendations in Favour of this Work.*

*The following GENTLEMEN have been of Opinion with the  
Rev: Mr. LANDON, that it cannot be too much encour-  
aged and admired.*

- |  |   |
|--|---|
| Rev. T. Wells, <i>Fellow of<br/>Worcester College, Oxford.</i> | John Ridsdale, <i>Attorney.</i>             |
| Rev. W. Williams, <i>Fellow of<br/>Wadham College, do.</i>     | Mr. Chris. Bramwell.                        |
| Edward Thurlow, <i>Magdalen<br/>College, do.</i>               | Mr. George Easterby.                        |
| J. F. Thomas, <i>do. do.</i>                                   | G. Simey, <i>jun. Attorney.</i>             |
| Rev. Thomas Lancaster.   | George Henry Kirton, <i>At-<br/>torney.</i> |
| Rev. Mr. Stevens.  | Rev. Mr. Brewster.                          |
| Rev. Mr. Morton.   | Mr. T. Bowlby.                              |
| Rev. Charles Topping.  | Mr. George Boyd.                            |
| Rev. D. Pennell.   | Mr. John Lampton.                           |
| Rev. Mr. Graham.   | Mr. Ralph Hoar.                             |
| Rev. Mr. Huntingford.  | Mr. Richard Kirton.                         |
| Rev. M. Scott.   | John Hall, <i>Esq.</i>                      |
| Rev. Mr. S. Johnson.   | Robert Biss, <i>Attorney.</i>               |
| Rev. Mr. Atkinson and Son.                                     | Mr. John Eggleston.                         |
| Rev. Mr. Garwood.  | Mr. W. Masterman.                           |
| Rev. Mr. Fenwick.  | John Taylor, <i>Attorney.</i>               |
| Richard Farinond.  | Thomas Baily, <i>do.</i>                    |
| Mr. H. Brown.  | Mr. Charles Simpson.                        |
| Mr. Samuel Lancaster.  | Mr. R. Wilson.                              |
| Mr. Ralph Thompson.  | Mr. William Smith.                          |
|  | Mr. Samuel Hewitt.                          |



## INTRODUCTION.

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THE utility of common writing is so well known among us, and the blessings derived from it so universally extended over all the world, that it would be needless to dwell long upon the subject.—I shall therefore only observe, that, since its origin, the art of writing must have received many alterations and improvements; and that it is now brought to a degree of perfection, that will answer almost every end where writing is required. When the antient writers became more enlightened, and the study of science gained ground, and when public orations were more frequent and instructing, men began to be more active and penetrating, and soon perceived that common writing would not answer every purpose where writing might be essentially useful—namely, that of taking down public speeches.

To supply this deficiency, therefore, and to accomplish the desirable end they had in view, they betook themselves to study, and endeavoured to find out a method of committing their thoughts to paper in a more expeditious manner than common writing would admit of, and of noting down the verbal or written discourses of others. The aspiring mind of the learned antients led them on the pursuit of this laudable design, and at length the method of writing by characters\*

\* These characters were all arbitrary, or, more properly speaking, were nothing more than mere hieroglyphics, having a mark or character for every word in their language; and were much used amongst the *Romans* and other nations, for memorandums and secret writing.

was invented. Several persons applied to the study of these characters, and soon became such proficient in this kind of writing, that in a short time attempts were made to note down the words of their public speakers. It is affirmed, that in these attempts some so far succeeded as really to be able to take down, with tolerable accuracy, the debates and speeches in their public assemblies and courts of justice. History informs us, *Octavius Augustus* was celebrated for using arbitrary characters for short and expeditious writing, and teaching these characters to his children. *Titus Vespasian*, also, is said to have been expert in writing this kind of short-hand. And *Plutarch*, in his *Life of Cato*, mentions, that *the speech of Cato, relative to the Catalinian conspiracy*, was taken down in short-hand, and by that means preserved. But who was the first of these ingenious writers, I believe cannot be easily ascertained: different accounts are given, and therefore it is difficult to say on which we can with certainty rely.

One writer seems to affirm, that the first arbitrary marks or characters to express words, were made use of about the year of the world 2620, or soon afterwards. On this point I shall not presume to determine: but it is clear, that noting down public pleadings, and speeches of importance, became so desirable among the ancients, that the *Romans*, ambitious to excel, began to think of improving this art of writing; and succeeded so far in it, as to alter their characters, which were mostly square, to that of a more simple and expeditious form; but these characters still continued arbitrary symbols.

That the antients would persevere in their attempts to improve an *art* which was held in so high esteem among them, may be easily imagined; and that these improvements might have been continued till the knowledge of the art reached this country, is not improbable. For some time, however,

few steps were taken here for its farther improvement. The first brief strokes for letters, and marks to stand for words, that were ever invented in England, happened about the year 1588, when it is supposed the first treatise on short-hand was published, under the title of *Characterie, or the Art of short, swift, and secret Writing by Character*. Since that time, numbers of other treatises have appeared, under the titles of *Tachygraphy, Brachygraphy, Stenographie, and Cryptographie, Semigraphy, Polygraphy, &c. &c. &c.*

Since the first introduction of the art of short-hand writing into this country, it has undergone many alterations, and of late years has been wonderfully tossed about. Those who have had the handling (or *improving*, as they say,) of it, have known little or nothing of the matter, and consequently have rendered their *improvements* more complex than the originals which they pretend to have improved. Thus several irregular and tedious methods have been published to the world, that serve rather to perplex than instruct, and have been the cause of prejudicing many persons (to whom a good system might have been of essential service) against short-hand in general. But of all the writers, antient or modern, who have treated upon the subject, none seem to have founded their plans upon simple and rational principles, sufficient to render them universally useful.

In the course of my application to this study, I have perused more than forty publications and manuscripts on short-hand writing; some of them, no doubt, have their perfections, but there is none of them with which I am thoroughly satisfied. In the first place, their alphabets seem to be improperly chosen, and as improperly applied, most of their letters being a combination of characters so awkwardly formed, that if a practitioner can make them at all, it is with the greatest difficulty; and it is with still more difficulty that he can join

them one to another, so as to make them be properly distinguished when written. The most simple and proper characters for expedition which I have seen, are thrown away chiefly upon such consonants as are but seldom met with in the common course of writing, whilst characters more difficult are assigned to those that most frequently occur.

Some have characters to represent all the vowels, which they use in common, as in other writing, *i. e.* at the beginning, in the middle, and at the end of words. But this kind of writing ought not to come under the denomination of short-hand. What I have seen of it, is longer than the common, and the figure and length of the words make a strange appearance. Others, who boast of having improved this method, use characters for the vowels at the beginning or end of a word, and occasionally in the middle. Others again express them by dots placed in particular places, at the beginning, middle, and end of words; and some take off the pen, and make the following consonant in the vowel's place. As all these methods, in this case of the vowels, are exceedingly wrong, and only serve to perplex the mind, and much to retard the writing, they ought never to be complied with, provided a more regular and concise method can be adopted.

The major part of their alphabetical letters not admitting of regular joinings, intending to remedy, as I imagine, this evil, they adopt the plan of taking off the pen in the middle of a word; as also, whenever they express prepositions and terminations: but these marks, as they term them, for the beginning and endings of words, are so numerous, as to be sufficient of themselves to perplex the mind, without the addition of another set of arbitrary characters, and consequently are of great disadvantage where expedition or legibility is required.

Prepositions and terminations ought not to be written separately, but when such terminations are very simple indeed. I will be bold to assert, that by a contrary plan, of not taking off the pen only, as abovementioned, we shall have the advantage, upon an average, of writing full two words for one; and if we consider those words only that have prepositions and terminations, we shall find, that the time requisite for writing one such word where the pen is lifted twice in the performing it, is equal to three words that are written by the method of not lifting the pen till the word is finished.

Another circumstance to be attended to is, that their methods are also crowded with a number of arbitrary and symbolical characters, introduced as the representatives of a particular set of words, with a view of increasing expedition, as they tell us. In my opinion, however, they have another reason for using them; for their characters not joining one with another, so as to be properly distinguished, they find themselves deficient in the writing of many words, and so are forced to invent characters to represent them. Of these characters some have adopted many hundreds: and such of their schemes as contain even the smallest number, are sufficient to confound the memory; so that for one person of uncommon genius and memory, who may perhaps have made such methods answer his purpose, there are hundreds of others who have failed in their attempts, and have not been able to use this way of writing even for common memorandums. Such methods, therefore, must not only be perplexing to the inventors themselves, but must prevent practitioners from making that progress in the science which they might otherwise do by a regular and well constructed system.

Many bad consequences likewise arise from the use of arbitrary characters; such as, being burthensome to the memory, difficult to be retained, and having a tendency to render

the writing unintelligible, &c. This serves evidently to perplex the learner; for it must be a memory very uncommon indeed, that can retain such a number of irregular arbitrary marks as are met with in almost every book that has been published upon the subject of short-hand. Besides, these methods require continual practice; for it often happens that after an application of many years, and when the whole life of a practitioner, perhaps, has been employed in the use of these hieroglyphics, they are still grounded so imperfectly on the memory, that should the writing be laid aside but for a little time, even the person who wrote it, is frequently at a loss to read it. That there cannot be a good system where such a method prevails, is now become so obvious, that these characters are gradually sinking into disrepute.

On the other hand, when we write from a well-chosen alphabet, and agreeable to a few good, rational, and easy rules, the characters being grounded on the memory, cannot be forgotten: so that though the writing be laid aside for any length of time, it will always be found as easy to decipher as on the hour it was first written, and, without the use of either arbitrary or symbolical characters, be more expeditious than those methods which I have here been describing.

But however wrong my predecessors may have been in their schemes of short or swift writing, I shall avoid mentioning names, thinking it ungenerous to set forth the imperfections of any particular person's performance, however fashionable such a practice may have become among those who write upon the same subject. I cannot, however, omit to observe, that several have set out upon good plans, but have failed in the execution of their work. Others have had neither plan, nor any other thing to recommend their performances to the public, or even to render them fit for use. And not a few have their characters so very similar, that I, who

am so much accustomed to short-hand characters, could not make some of them so as to be distinguished, were I to practise writing them for years. Many of these writers, however, have had the vanity to tell the world, that they have brought the art to its utmost perfection; though experience shews they are much mistaken, and that, after all they have done, great room has been still left for improvement.

These are not the only defects I have taken notice of, in the various publications upon this subject that have come under my inspection. Some have left the learner almost without any instruction or rule to proceed by, while others have their rules so complicated, that they cannot be properly attended to; and those that are not so complex, are far from being clearly laid down: so that such as have attempted to learn by them, have, in general, found themselves greatly disappointed and perplexed. Though they might (by much perseverance) be able, probably, to master a few of the difficulties, yet, as they meet with so much in their progress, it is no wonder they are confounded, and discouraged from making any further advancement in an art of such real utility, and for which they might otherwise have had the strongest propensity.

The rules, of which I have been hitherto expressing my disapprobation, are only the common ones laid down for the learner, to instruct him how to proceed in acquiring the first rudiments of this art; but I shall now extend my observations, and examine a few of the rules for contracting, which are still more abstruse, and serve only to bewilder those who are so unfortunate as to attempt the use of them.

They strongly recommend to the practitioner the joining of two, three, four, or five words together; and when expedition is required, only the initials of so many words; but, at the

same time, take care not to mention the bad consequences that arise from this manner of contraction. They do not say a word of the legible or illegible state of such writing, nor in what manner they themselves are confounded by it. It must be obvious to every one who considers this way of writing attentively, that even the very persons who have invented and practised these contractions, and venture to introduce rules for them, are obliged, in order to prevent mistakes, immediately to decipher what they have taken down; and as they are seldom able to take any more than the heads of a discourse, their success in deciphering must chiefly depend upon the excellence of their memory. If they are, by any accident, prevented from transcribing their notes immediately, they frequently find themselves so embarrassed, that they are unable to decipher them at all. Thus their writing proves of no real use; and should arbitrary characters be written with this method of contraction, they will become still more mysterious.

Is it not amazing that men of excellent understanding, as many of those have been who have written upon this subject, should have attempted to introduce rules still more perplexing than those I have mentioned, and of which the learner cannot possibly at first be aware. Supposing only two words thus run together (leaving short sentences, and the initials of words, out of the question), may they not appear as one word, and often make a sentence complete, which conveys a very different meaning from what the characters were intended to represent? In short, I could never discover any but bad effects from such methods of contraction; and I am convinced, that from a good rational system, founded upon simple principles, one may use expedition enough, without the *cunning art* of joining together many words, and initials of words, or leaving the writing unintelligible.



From the above circumstances, principally, I may venture to affirm, have arisen all the prejudices against this mode of writing. Many people will tell us, that they have attempted, and could write a little of short-hand, but that they could never make a sufficient progress in it, on account of the ill-chosen and misapplied characters, and the abstruseness of the rules they had been taught to observe. Though this be true, it can be no reason why they should for ever remain deprived of the advantages of this desirable species of writing. I have the ambition to believe, that the following Essay, if properly attended to, will remove this complaint, and be particularly useful to all who have failed in their attempts to acquire the knowledge of short-hand writing by other methods; as I have endeavoured throughout, to remove all obstacles by the simplicity of my characters, and the facility of my rules.

In the recommendation of my own plan, I mean not to take from the merit of any of my predecessors; but I conceive it to be a justice I owe to myself, as well as to my readers, to point out wherein my method materially differs from what has been hitherto practised. About twenty years ago, I met with a small book, then just published, in which the author had made some improvements on short-hand writing, and had avoided the use of arbitrary characters. Though his rules were less complex than any I had before seen, they were far from being perfect, on account of the going round about in the joining of many characters, and the length of the terminations, &c. Upon the whole, however, this treatise must be allowed to have had more merit than any one that preceded it.

Having considered the productions of other writers with regard to their consonants, vowels, and the application of them; their arbitrary symbols; their joining and contracting rules; together with the prejudices that have arisen among

persons who have been perplexed by the use of them, I shall proceed to give a short account of the opinions of those who, without having attempted any system of short-hand themselves, have presumed to start objections, merely from a principle of opposition.

Many, who are strangers to this art, upon being shewn a specimen of the writing, are apt to consider the letters, when joined, as mere arbitrary expressions for words; and, ignorantly supposing that there is a sufficient number of them to represent every word in our language, boldly assert, that it is impossible for any mortal being to be gifted with memory sufficient to retain so great a number of characters for such a purpose. This I declare has been a question put to me by many, and at which, I must confess, I have not been a little surprised.

Others conceive that the words in this species of writing are represented by arbitrary marks, which sometimes signify single words, and sometimes whole sentences. This is the most general opinion of those who have not learned a scheme of short-hand; and has, I believe, deterred many a one from attempting this kind of writing: but as these are mistaken notions, I shall beg leave to set such persons right, with regard to the letters of a Stenographic Alphabet forming the words in writing.

The words in this scheme of short-hand are regularly written by the proper letters of the alphabet, joined together as in common writing; only they have this superiority over the letters of our common alphabet, that they are more simple, many degrees shorter, and more regular and convenient for joining, having none of the superfluous strokes or joinings which our common letters require; the characters running into each other without such joining, or any stroke whatever,

but what is actually necessary to form the letter itself ; so that we are enabled to use the pen with more facility in this writing, than in the common way.

In the course of the many years that I have professed and taught this science, I have heard many objections made to short-hand ; it would be needless to enumerate the whole, but the principal of these I shall here mention, and then endeavour to point out their absurdity.

Some make their objections to short-hand, with regard to the *time* requisite for attending a moderate knowledge of the art ; others, to its having a *tendency to spoil good writing* ; and others, again, supposing it to affect true *orthography*.—These, however, are the suggestions only of persons who have no knowledge of the nature of this *art* ; for all who are acquainted with it, know better, and must view such objections as trivial and insignificant.

As to the *time* necessary for attaining a knowledge of this art, no complaint will be made on that account, but by those who have no talents for application ; and such will always start objections, whenever science of any kind is proposed to them. I shall only remark, that were men in general more sparing of their pleasures, and more attentive to the study of useful science, we should hear fewer complaints of this kind. For the persons who talk most of the value of their *time*, are perhaps those whose profession or business engrosses the smallest part of it.

To hear people, therefore, complain of the *time* requisite for acquiring a competent knowledge of short-hand, while at the same moment they are regretting the want of this useful art, is astonishing ; for how ridiculous must such a conduct appear in the eyes of every studious or active man, when it is

considered that the length of time complained of is scarcely an hour in a day, and that only for six or seven attendances? This therefore is surely a vague objection, and can be considered in no other light by the industrious and judicious, than as a frivolous pretence to indulge a lazy and indolent disposition. Few men, in any line of business whatever, are so much occupied, but they may find an hour occasionally to appropriate to useful study, and so increase their knowledge with their years.

That short-hand has a tendency to spoil the hand-writing of a good common writer, is the next attack made upon this useful science.—Are our short-hand characters in any degree similar to our common letters? Are they imperfect resemblances of them? If not, in the name of common sense then, how can it possibly affect our common hand writing? Does the youth who attends the drawing-school, find his hand-writing injured by the practice of drawing the outlines of various beasts, birds, &c.? Or does the frequent drawing of sprigs or flowers disqualify him for sketching a good butterfly, worm, or other insect? These questions will certainly be answered in the negative; and if so, every objection on this head against short-hand, must be obviated in like manner; for what is absurd in the one case, must be equally so in the other.

That short-hand is injurious to true orthography, is another notion that has prevailed; but this can be entertained only by the weak and unlearned part of mankind. Is it consistent with reason that an expeditious writer, or one who accustoms himself to contractions, should, even by this means, become deficient in true spelling? Surely not. Were short-hand to be thus wonderfully detracting, it would certainly impair the memory; whereas, on the contrary, it is well known, and I can with truth affirm it, that nothing conduces

to strengthen the retentive faculty more, than the practice of writing down speeches delivered in public, or at least the principal heads of such speeches.

The opinion of Mr. Locke in this case, will probably weigh more than any arguments I can adduce. So far was he from thinking short-hand prejudicial to true spelling, or injurious to good writing, that he strongly recommends it to be taught children; and mentions the utility of the science in language which does honour to his memory.

Having taught this science many years, and taken particular pleasure in the study of it, I have never, during that time, suffered the smallest remark on the subject worthy of observation to escape my notice, but have been happy, in communicating to my pupils, on all occasions, every improvement or alteration that I conceived might tend to their advantage.

In the course of this practice, I have instructed some hundreds of gentlemen in the universities of England, Scotland, and Ireland; and of these, many who before that time were well versed in the theory and practice of the science, according to the best systems then published. These gentlemen have repeatedly expressed their astonishment at the superiority of my method; and have asserted, that having taken six or seven lessons from me, they have not only laid aside their former methods, but (after two or three weeks private practice in my method) have written short-hand in a more complete manner, than they ever could do before, by the methods which they have practised with attention for years.

The candid reader, I hope, will not think me presumptuous, when I acquaint him, that these gentlemen continue in the practice of my method, with much satisfaction to them-

selves; and are by it enabled to take down pleadings, and other public speeches, with ease, which before they never were able to accomplish.

From my numerous pupils, as well as from others who are allowed to be the best judges of the science in Europe, I have received the most honourable testimonials of this fact, the following from Dr. Beattie, of the Marischal College, Aberdeen, is an evident proof; and as this gentleman is universally known and esteemed, I shall here take the liberty to insert his recommendation of my plan.

MARISCHAL COLLEGE,

24th Feb. 1783.

“Of all the systems of short-hand that I have seen, and I have looked into several, Mr. Taylor’s appears to me to be incomparably the best. The art seems to be hardly susceptible of further improvement. His address as a teacher of it, is very great indeed; and, in my opinion, places him at the head of his profession.

(Signed)

J. BEATTIE,

Professor of Moral Philosophy.”

Since the above date, by observation and perseverance, I have made considerable improvements in the expeditious part of short-hand; and material alterations in the alphabetical order of the characters, which are now more easily joined than heretofore. And I hope my worthy pupils will accept of this as an apology for these alterations, that I consider them to be real improvements, and such as I have every reason to believe will meet their warmest approbation.

I am not aware that any thing worthy of notice, either in the plan or execution of the following work, has escaped my attention; or that I have omitted one circumstance which

could elucidate my scheme, or render it useful to the learner; it having been my chief study throughout, to make the whole as simple as possible, and to bring it within the compass of the meanest capacity. Though I am persuaded that the art cannot admit of much further improvement, I will not pretend to say, that it is even now brought to its *ne plus ultra*. I have, however, the vanity to hope, that he who practises according to the system I have here laid down, will be convinced of the pains I have taken, and of the perfection at which short-hand is now arrived.

As some, perhaps, may wish to be satisfied by what means I have obtained the knowledge of this art; to gratify their curiosity, I shall here state a short account of the mode I adopted in the course of my progress.

When I first was attached to the art of short-hand, many years ago, I practised several of the methods then published, in hopes of becoming master of the best; but I soon discovered, that in all of them there were a number of deficiencies, which, at different times, I endeavoured to supply. As I made further progress, I perceived more imperfections; till at last I determined to set about forming a completer system of my own, upon more rational principles than any I had hitherto met with. Just as I was about to put this design into execution, a small manuscript upon the subject by chance fell into my hands, which corresponding in some measure with the plan I had in contemplation, I continued practising by it; for some time, making occasional improvements—for upon examination I found it far from perfect. Resolving to give up my whole attention to the study of this science, and having an ardent desire to make still farther progress, I began to examine the subject very minutely. I then perceived that all the characters which had been hitherto adopted, were improperly chosen. This induced me to prosecute the design I

had formed of inventing a new set of characters for myself, independent of those which I had before used. Having succeeded in this according to my wish, from that time to the present I continually studied to improve, till in my opinion the power of improving was exhausted. Then, and not before, did I determine to appear in print, and communicate the result of my labours for the benefit of the public.

That short-hand is of general use to society, especially to professional men, must be acknowledged by all who admit the good effects of writing in general.

To the nobility and gentry, though not engaged in any particular line of profession, it will be found a pleasing study: and though they may have no desire to take down public speeches, yet they will find it convenient for private memorandums, &c. as its utility must be obvious to every one who considers, that by this method more may be written in one hour, after a few days practice, than can be done by common writing in six.

To professional men I strongly recommend it, being to them of the highest importance; and as the time required for attaining a knowledge of it is so trifling, that any person, though in a crowded line of business, may, without interrupting his other pursuits, speedily become a proficient in it. Supposing, however, the trouble and application even more than it really is, no industrious person will regret the time spent in a study that must amply compensate for the trouble taken in acquiring it.

To all who are intended for the three learned professions of Law, Physic, and Divinity, the knowledge of this science ought to be a peculiar object of attention.



To gentlemen at the bar; it will afford the means of retaining the arguments of an adversary, ample and correctly. And of such moment is the skill of this art to them; especially when they are not endowed with an extraordinary memory, that the want of it may prove an insurmountable obstacle to eminence in their profession.

To the student, it is of the utmost importance, in enabling him to take down pleadings, the opinions of the judges, &c. and to those who attend lectures on physic, surgery, divinity, &c. the advantages accruing from it are sufficiently obvious. To the clergy also it will prove highly useful, as by accustoming themselves to write their sermons in this hand, they will experience a great saving of time. In short, to people of almost every denomination, it must be highly advantageous, particularly to those who go abroad, as it will enable them to make useful remarks in a secret and expeditious manner.

As a standard for the science of short-hand has been long wanted, and no person has endeavoured to accomplish it, I have been urged by many gentlemen of known abilities, to engage in the task; having, as they are pleased to say, the best authority in the world for my encouragement, the approbation and testimonials of men of accomplished learning and perfect judges of the art.

Thus encouraged by my friends, I have been induced to offer my system to the public; and hope the candid reader will not think me vain in attempting to establish a standard for so useful and pleasing a species of writing, as by that means the practice of it among professional men of every degree, may be more general than it has hitherto been.

The following work is the result of many years application and practice; as such I offer it to the public, with a view

that it may be serviceable to all who aim at acquiring a knowledge of short-hand, in an easy and expeditious manner.—Parents and guardians, I hope, will now be induced to recommend the study of this science to their children and wards, and to enforce the good effects which may result from it, on all who are intended for the three learned professions above-mentioned. And as it is well known, that many youths will not apply to study of any kind, unless compelled by the authority of those set over them, and as it has often happened, that by this authority not being properly exercised, many bright talents have been lost to the world, which, had proper care been taken to cultivate in due time, might have shone forth conspicuously, I hope proper attention will be paid to this recommendation by all who are entrusted with the education of youth. To a neglect of this important duty, is to be attributed the slow progress made in the study of this science of late years. The period, however, I trust, is now not far distant, when this error will be corrected; and though it may not in my time be perfectly effected, yet the prospect of its near approach adds unspeakable pleasure to the expectations I have formed, of being in some degree useful to my countrymen and friends, who are never backward in promoting science, and rewarding merit and industry.

I shall now conclude with expressing my warmest acknowledgments of gratitude to all the noble and worthy supporters of, and subscribers to this work; hoping they will favourably accept these my feeble endeavours to render the art of writing short-hand more familiar and easy; for which purpose the instructions and explanations throughout the system I have established, are conveyed in so clear, plain, and simple a manner, that the learner cannot fail of making a rapid progress; and, if he observes the directions I have given, will seldom or ever err.

AN  
ESSAY  
INTENDED  
TO ESTABLISH A STANDARD  
FOR  
STENOGRAPHY.

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THE alphabet being the first thing that comes under our consideration, I shall omit troubling the learner with an unnecessary harangue upon the different sounds of our common alphabetical letters, but only observe, that we shall have no occasion for them all, as there are more than twenty proper sounds required for the use of short-hand.

Upon this plan, the alphabet will be reduced to a less number of letters than are made use of in our common writing; I shall, therefore, begin with selecting and arranging the common letters requisite for the sounds required, and then proceed to appoint characters proper to represent them; for which purpose I shall first examine the consonants, and afterwards the vowels.

The consonants which are necessary for our purpose are, *b d f g h j k l m n p q r s t v w x y*; so that *c* and *z* are of no use in a stenographic alphabet. The letter *c* having both a hard and soft sound, similar to *k* and *s*, they will supply its place, according as it sounds. The letter *z* is omitted, by reason of its sound being the same as *s* hard, so that *s* is written in its stead.—The letters *f* and *v* being similar in sound, one character is sufficient to represent both;—*g* and *j*, for the same reason are represented by one character;—*k* and *q* being somewhat alike in sound, have only one character for both, so that our alphabet will stand thus: *b d f* or *v*, *g* or *j*, *h*, *k* or *q*, *l*, *m*, *n*, *p*, *r*, *s*, *t*, *w*, *x*, *y*; together with a few double consonants, in order to complete the sounds required,

and to facilitate the writing, which are *ch*,\* *sh*, *th*, and the termination *ious*.

- Having thus determined the consonants necessary to express the various sounds, we must next consider the means of obtaining a proper set of characters to represent them; for the alphabet being the foundation upon which the whole entirely depends, a due regard to the choice of characters to represent the sounds of our common alphabetical letters, is one of the nicest and most essential perfections of the art.—And as my intention is to go on step by step in a regular and concise manner throughout the whole, I shall proceed with explaining my method of obtaining the characters, and the application of them, that the learner may have a just idea of their origin, and appointment of the different letters made use of in our alphabet.

I believe it will be allowed that the most simple marks that can be obtained, are dots, strait lines, and circles. From these (and not from any characters I have seen in the various methods of short-hand hitherto published) are the characters I make use of derived: to explain which, I shall first begin with the circle, which will not of itself make any proper character for joining with others of a well-chosen alphabet, but a semicircle makes an excellent character.—By dividing a circle with an horizontal line, we obtain two semicircles, which are most proper to represent *k* or *q*, and *n*. Another circle being divided by a perpendicular line, we have two other semicircles, which are appointed to represent *g* or *j*, and *ch*; and are all the circle will afford us.

The straight lines are the next I shall consider, as the dot is the representative of all the vowels, and will be treated of in its place accordingly.—There are four straight lines only fit for our use, viz. one horizontal, one perpendicular, and two oblique; and the most eligible and simple sounds they can represent, are the following consonants. The oblique line drawn downwards to the left represents *d*†; that to the right, *f* or *v*; the horizontal, *s*; and the perpendicular, *t*.

Thus our straight lines and semicircles being exhausted, and only eight characters obtained, we must fall upon some plan for procuring the remainder; and as we cannot join these

\* Though we can with propriety omit the letter *c*, as before-mentioned, yet that consonant when followed by *k*, makes a distinct sound, and must have a character to represent them, though we can often write *k* for *ck*, when the sound is similar thereto.

† The same line always drawn upwards, is an excellent and expeditious character for *r*, when joined to another letter.

characters together to form others, without running into the greatest errors, which is the case with most alphabets I have seen, and is what I mean in the introduction by a combination of characters, must have recourse to the straight lines again, by looping and curving them, as in the alphabet, Plate I.—The five looped characters obtained this way are those that represent *b, h, l, m, p*; and are all the characters of this kind that can be properly used, though some inadvertently use more.—The curved ones are procured by adding a curve or small crook to such of the straight lines as are most fitting for our purpose, and are those that represent *x, y, sh, th, and tious*, and are always made as they stand in the alphabet. These are all that are required, except *w* and *r*, the first of which is procured by looping a semicircle, and the common *r* represents itself when alone: and to render the whole fully complete, I have added easy marks for *&c.* and *viz.* and also for a few terminations, which are so simple, that they cannot be taken notice of in the alphabet, but are explained in the rules for writing.

Now these characters being completely assigned to their proper sounds, it is requisite for the further facilitating the writing, that every proper use be made of them, consistent with the plan of clearness and simplicity I set out with: Wherefore a proper set of words for these letters to represent when written singly, is highly and absolutely necessary; and those set down in the alphabet I have found to be generally the most useful for the beginner, as well as the practitioner.

It has cost me many years close application and frequent trials, before I could thoroughly satisfy myself, in appointing each letter its proper representative; and I must confess that I once nearly despaired of producing an alphabet so complete and regular as I hope this will be found.

The most simple marks or characters are assigned to represent the most useful letters of our common alphabet; and the whole are so simple in themselves, that any person capable of writing, may make them without the least difficulty; one running through another in the way of joining, forces expedition, as it were, even upon an inactive writer, and are proportionally easy to be retained.

The alphabet being thus concisely settled, I shall next proceed to consider the vowels, and the application of them.—A dot thus . being the most simple mark that can be made, it is here appointed the representative of all the vowels; which are always omitted in the middle of a word, as also at the beginning or end, when they are silent, as then the consonants alone

will sufficiently convey the sound of such words; but when a vowel sounds strong before or after any word, it is proper to express it by a dot, to denote that the word begins or ends with a vowel of a forcible sound. Custom will clearly prove this maxim to be well founded, and that all the vowels can be thus omitted, and yet leave the writing perfectly intelligible. But to agree with most writers in their manner of placing the vowels, I must beg leave to decline. Some place the dot at the top of the first or last letter in the word for *a*, a little lower for *e*, sometimes lower still for *i*, and so on in order for *o*, *u*, and *y*.\*—But is it possible that any one should be able to place the dot in this regular manner when expedition is required? Will he not be liable to read wrong if the dot be misplaced, and so be prevented from deciphering? Besides, it will greatly retard the writing, and be a means of inuring the practitioner to a bad habit.—On the contrary, when a vowel at the beginning or end of a word is required to be expressed, if a dot be placed any where by the side of that consonant to which it belongs, it cannot properly be mistaken, as the consonant will give the vowel its proper sound, and a little practice will render it quite familiar.

With regard to the single vowels, there are but three of them that stand alone in the English language (for which short-hand is chiefly calculated,) wherefore the single dot will always be *a*, *i*, or *o*; *e* and *u* never being alone.

Having thus considered both the consonants and vowels, and affixed proper characters to represent each, I shall here direct the learner how he is to begin each character, that he may not be at a loss on his first attempting to make any of them.

In the looped characters *b*, *h*, *l*, *m* and *p*, the learner must observe to begin with the loop or cypher part, and in writing he may turn them either way for the convenience of joining; that is, the loop may be made on either side of the line, provided they are always looped at that end of it as they stand in the alphabet. The oblique line *d*, is always made downwards to the left; that of *f* or *v* downwards to the right: the horizontal line *s* is drawn from the left to the right, and the perpendicular line *t* always straight downwards; the semicircle *g* or *j* is begun at the top, and turned downwards: *k* or *q* and *n* are turned from the left towards the right, and *ch* is begun at the top, similar to a common *c*: that which is looped for *w*, is begun with the loop, and turned either way, as is before mentioned of the other looped characters: the crooked lines,

\* *y* being a vowel when it ends a word, is expressed by a dot, the same as other vowels.

*x*, *y*, *sh* and *th*, must be begun with the crook; but that of *i*ous, must always end with it.

These directions, if properly observed, will be of real use to the learner, as he will have a considerable advantage in knowing how to begin each letter, when he first attempts to join letters together, in order to write words; and, for his further assistance, I have given tables of the manner of joining the characters, which are hereafter explained.

The first thing the learner attempts must be a knowledge of the alphabet; which he must have so well grounded on the memory, as to be able to write any letter without hesitation: and after them, the general words the letters stand for; when he must proceed to understand the meaning of the following Rules for Writing, which are so clearly laid down, that he will soon be able to join his letters in a proper manner; and by a little practice, he, in a few days, will be able to write correctly: but if he does not proceed regularly, according to the rules herein prescribed, he must expect to be incorrect in his writing, which he may be assured will confound him in the deciphering.

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## INSTRUCTIONS FOR WRITING.

### RULE I.

AS it is here a fixed rule to write according to the sound of words, without any regard to spelling; so it is also, to finish the word before we lift the pen, except where we have occasion to dot, or when we express the terminations *ing*, *ings*, and *tions*.

### RULE II.

It has been before observed, that all vowels are represented by a dot, and that they are only used when they sound strong at the beginning or end of a word:—But further observe, that when there is occasion to express a vowel before or after any word, place the dot for such vowel near to the word to which it belongs, that it may not be mistaken for a single vowel; and the single vowel must be kept at a proper distance, to prevent its being taken for a vowel belonging to a word.—Example, *vide* Plate II. No. 1. *which immediately follows these Rules.*

## RULE III.

When a diphthong, or two vowels begin or end any word, write only one dot, which is always sufficient (with the sounding consonants of such word) to convey the proper sound.—Example, No. 2.

## RULE IV.

*B* can often be omitted, and yet leave the word clear enough to be understood.—Example, No. 3.

## RULE V.

The letter *c*, as before mentioned, having both a hard and soft sound, very similar to *k* and *s*, they will supply its place, according as it sounds.—Example, No. 4.

## RULE VI.

*D* at the end of words may often be written *t*, but this is left to the choice of the writer, according as he finds it most plain and easy to himself.—Example, No. 5.

*F* or *v* require no explanation.

## RULE VII.

*G* and *h* when meeting together, are never written but when they sound like *f*, then that letter is written in their stead.—Example, No. 6.

## RULE VIII.

*H* is omitted in the middle of words, and very often at the beginning, by expressing the following vowel.—Example, No. 7.

*K* or *q* need no explanation.

## RULE IX.

To express *ly*, at the end of a word, write a dot under the bottom of the last letter.—Example, No. 8.

## RULE X.

The letter *m* will be found very necessary to represent the terminations *ment* or *ments*; and though some words end with *m*, yet the sense will clearly shew when it is a termination.—Example, No. 9.

*N* requires no explanation.

## RULE XI.

*Ph*, when together, sounding similar to *f*,—*f* is always substituted.—Example, No. 10.



## Pl 2.

### The Examples referred to in the — Instructions for Writing. —

- |                |   |
|----------------|---|
| N <sup>o</sup> |   |
| 1              | It is a very plain Rule, . . . . .            |
| 2              | Earth, virtue, . . . . .                      |
| 3              | Number, encumber, . . . . .                   |
| 4              | Come, civil, conceive, . . . . .              |
| 5              | Placed, increased, . . . . .                  |
| 6              | Right, cough, enough, . . . . .               |
| 7              | Adhere, honor, . . . . .                      |
| 8              | Namely, greatly, . . . . .                    |
| 9              | Retirement attainment, . . . . .              |
| 10             | Philosopher, phrase, . . . . .                |
| 11             | Reader, dear, . . . . .                       |
| 12             | Error, rare, rear, . . . . .                  |
| 13             | Terror, horror, . . . . .                     |
| 14             | Answer, fellow, . . . . .                     |
| 15             | Yet, prayer, party, . . . . .                 |
| 16             | Much, should, both, . . . . .                 |
| 17             | Pious, righteous, virtuous, genius, . . . . . |
| 18             | Memorial, title, none, . . . . .              |
| 19             | King, Kings, thing, things, . . . . .         |
| 20             | Nation, nations, . . . . .                    |
| 21             | Thanksgiving, never the less, . . . . .       |



## RULE XII.

*R*, when joined to another letter, is made the same as *d*, only with this difference, that *r* is a scratch stroke upwards, and *d* downwards.—Example, No. 11.

The common *r* is only used when there is no other consonant in the word; or when two of them are required to be written together without any other consonant, then to express both, make a scratch *r*, and a small common *r*, at the top.—Example, No. 12.\*

But when two *r*'s are joined to any other consonant, then the scratch *r* is made a double length.—Example, No. 13.†  
*S* and *t* require no explanation.

## RULE XIII.

*W* may be omitted in many words, and yet leave the writing perfectly intelligible.—Example, No. 14.

*X* needs no explanation.

## RULE XIV.

*Y* is only written at the beginning of a word, at the end (being a vowel) is expressed by a dot, the same as other vowels.—Example, No. 15.

## RULE XV.

*Ch*, *sh*, and *th*, the learner must observe to write whenever either of these double consonants happen in a word.—Example, No. 16.

## RULE XVI.

The *i*ous character is used for the terminations *i*ous, *e*ous, *u*ous, and *i*us.—Example, No. 17.

## RULE XVII.

When two of the same consonants meet together in a word, write only one of them; but observe, that when a vowel or diphthong is between two such consonants, both of them must be written, some words excepted, where one will be

\* In these kind of words name the letters singly, thus, *err*, *rre*, *rr*, which will give the word its proper sound.

† And the same with this Example in naming the letters *trr*, *lrr*, —I mention this to remind the learner of paying a due regard to the sound of letters as well as words.

found sufficient: and observe further, that to write two letters of the same name together, is only making the loops larger, the semicircles larger, and the straight lines longer, which may be clearly seen in the tables of joining; but I shall give an Example, No. 18.\*

#### RULE XVIII.

For the terminations *ing* and *ings*, use a mark thus '. But to distinguish the plural from the singular, make that for *ing* by the side of the last letter in the word, and for *ings* at the bottom.—Example, No. 19.

#### RULE XIX.

The most proper mark to represent the termination † *tion* or *sion*, is a dot always placed above the last consonant in the word. And for *tions* or *sions*, use a mark thus ' also above.—Example, No. 20.

#### RULE XX.

Some compound words I would advise the learner to write singly, as he will find them much easier to write, as well as decipher.—Example, No. 21.

Names of particular persons and places (which the learner is unacquainted with) may at the first be written in common writing; but by practice he will speedily be able to write them in short-hand; without running any risk of being unintelligible.

Now when the learner perfectly understands the alphabet, the words the letters stand for, and these rules, he must proceed to write sentences, which he may take from some book where the style is easy, and so continue it till he can write with some freedom and correctness, and not trouble himself with the reading till he is thus far master of the writing.

It is here most proper to explain the tables for joining the characters, which are Plates III. and IV. The use of them

\* In all such words as *memorial*, *title*, *none*, *people*, &c. which in short-hand are written *mmrl*, *ttl*, *nn*, *ppl*, the learner in naming these letters must not pronounce them double *m rl*, double *tl*, double *n*, nor double *pl*; but *m m rl*, *t t l*, *n n*, and *p p l*, which he will find will give the words their proper sound, or at least sufficient to be understood, which is all that is required.

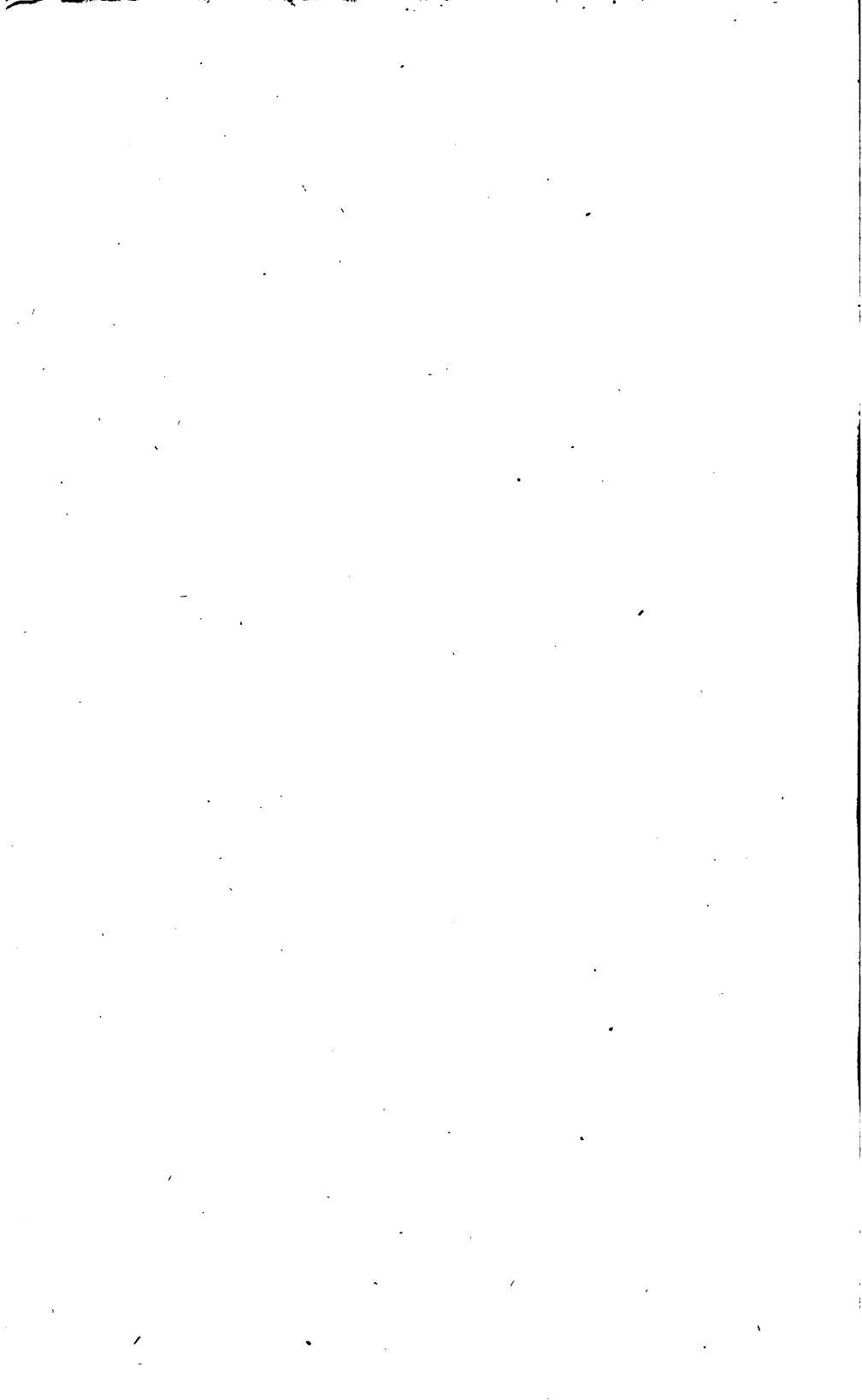
† These terminations always carry the vowel (if any) before them, as *ation*, *ition*, *otion*, or *ution*, &c.

(All the Terminations in one View)

- Comfortable commendable, *vr, vr,*  
 Lawful hopeful mindful, *ds, ds, vr,*  
 Namely greatly justly, *ds, ds, ds,*  
 Retirement attainment, *nos, nos,*  
 Goodness badness blackness, *ds, ds, ds,*  
 Contrary arbitrary, *vr, vr,*  
 Himself herself ourselves, *ds, ds, ds,*  
 Forward backward inward, *nos, nos, nos,*  
 Friendship courtship, *vr, vr,*  
 Pious righteous virtuous, *ds, ds, ds,*  
 King thing sing, *ds, ds, ds,*  
 Kings things wings, *ds, ds, ds,*  
 Nation passion salvation, *ds, ds, ds,*  
 Nations passions motions, *ds, ds, ds,*

(Opposites this)

- Life and Death  
 Good and Bad  
 Rich and Poor



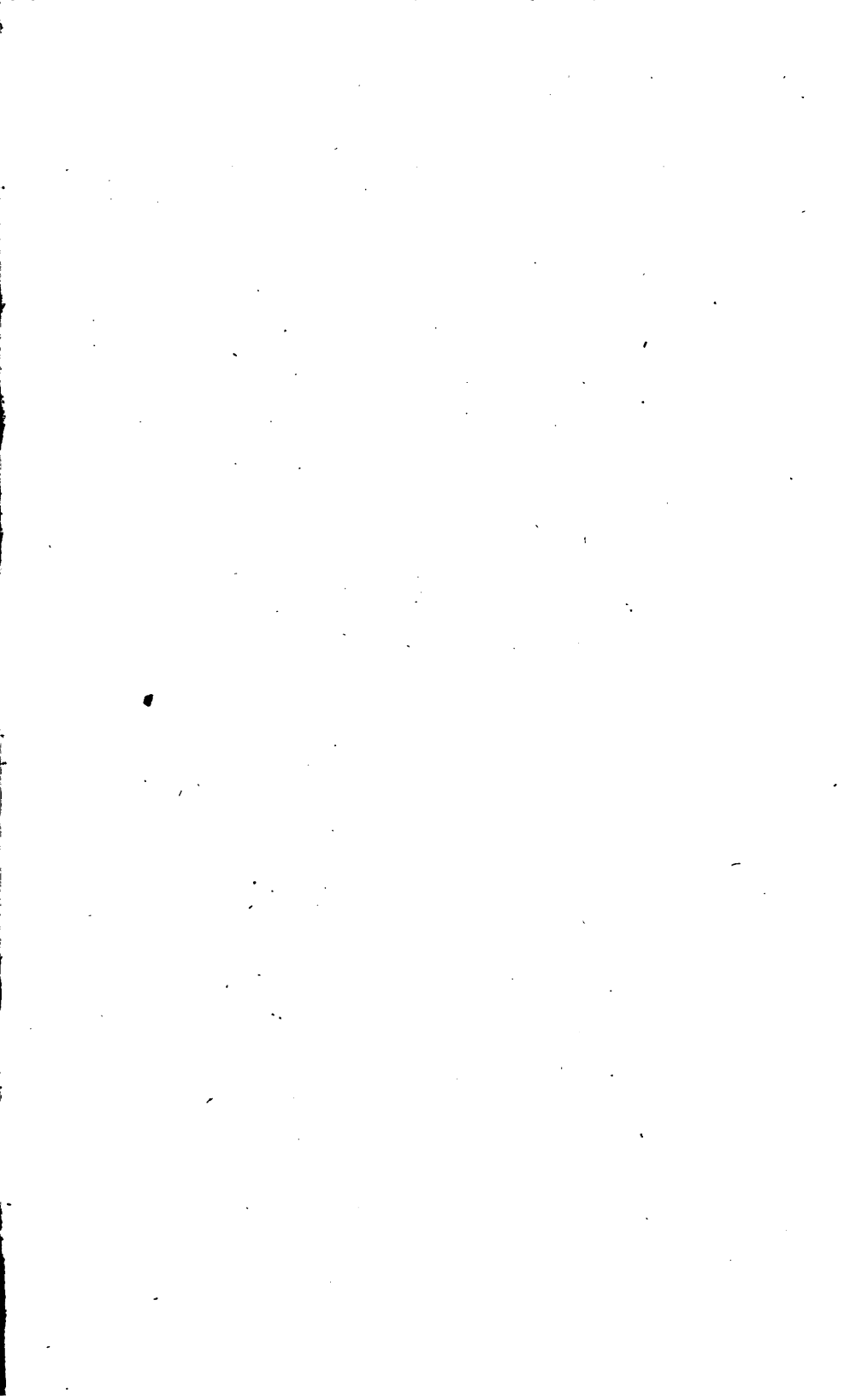


Pl. 3.

















































































































































*2 Table of the manner of joining -  
the Characters*

	<i>b.</i>	<i>d.</i>	<i>fv</i>	<i>gi</i>	<i>b.</i>	<i>k.g.</i>	<i>l.</i>	<i>m.</i>
<i>b.</i>	২	২	২	২	২	২	২	২
<i>d.</i>	১	/	১	১	১	১	১	১
<i>fv</i>	২	<	\	২	২	২	১	১
<i>gi</i>	১	১	১	১	১	১	১	১
<i>k.g.</i>	২	১	১	১	১	১	১	১
<i>l.</i>	১	১	১	১	১	১	১	১
<i>m.</i>	১	২	১	১	১	১	১	১
<i>n.</i>	২	১	১	১	১	১	১	১
<i>p.</i>	১	১	১	১	১	১	১	১
<i>r.</i>	২	১	১	১	১	১	১	১
<i>s</i>	২	১	১	১	১	১	১	১
<i>t</i>	১	১	১	১	১	১	১	১
<i>w.</i>	১	১	১	১	১	১	১	১
<i>x</i>	২	১	১	১	১	১	১	১
<i>cb.</i>	১	১	১	১	১	১	১	১
<i>ob.</i>	২	১	১	১	১	১	১	১
<i>eb.</i>	১	১	১	১	১	১	১	১
<i>ions.</i>	২	১	১	১	১	১	১	১





*2 Table of the manner of joining-  
the Characters*

	<i>n.</i>	<i>p.</i>	<i>r.</i>	<i>s.</i>	<i>t.</i>	<i>m.</i>	<i>x.</i>	<i>y.</i>
<i>b.</i>								
<i>d.</i>								
<i>f.v.</i>								
<i>g.j.</i>								
<i>k.q.</i>								
<i>l.</i>								
<i>m.</i>								
<i>n.</i>								
<i>p.</i>								
<i>r.</i>								
<i>s.</i>								
<i>t.</i>								
<i>n.</i>								
<i>x.</i>								
<i>cb.</i>								
<i>sb.</i>								
<i>ch.</i>								
<i>ious.</i>								

is to direct the learner (if he should be at any time at a loss) how to join any two characters, the most easy and natural way.

In the top and left hand squares of the tables, there are placed some of our common letters, which direct to the characters sought for.—Example: suppose it was required to find *k* and *m* joined, look in the square opposite *m*, and under *k*, you have *k* and *m* properly joined. Again, in the other table, to find *s* and *n*, look in the square opposite *n* and under *s*, you have *s* and *n* joined; and so on, for any two characters required. Those squares that are dotted signify nothing.

The learner is requested to observe, that the alphabet, and the few simple terminations explained in the preceding Rules, are all the characters requisite to be grounded on the memory; the rest being given only for examples of ease and instruction to the learner.

## INSTRUCTIONS FOR READING.

IT has been before observed, that the learner should write short-hand correctly, before he makes any attempt to read it; because the more accurate he is in his own writing, the easier he will decipher. It may, at first, seem more difficult to him to read than write, but practice and attention will soon render it easy and familiar.

When the learner at first attempts to decipher what he has written in short-hand, the best way in my opinion, is to transcribe it in common-hand; and for his assistance in so doing, he must proceed with telling the letters one by one (giving each letter its full sound in the words he does not know by sight, and so continue writing and deciphering, till, in a short time), practice and perseverance will make it so completely easy, that he will be able to read it, without the trouble of transcribing. But to endeavour to read before he can write, will only be embarrassing himself with that which will follow of course.

It is much easier for a person to decipher his own writing than that of others, as he cannot fail of having some idea of the subject he has writ upon; so that by carrying the sense of what goes before in his mind, and paying a due regard to the con-

nexion,\* the reading part of this science will be sooner acquired than the learner may at first imagine.

Whenever I have found a pupil of mine at a loss in making out any particular word in the sentences I have written for his deciphering, I have directed him to take a slip of paper, and write thereon the same letters in common writing; which has had the desired effect, and he has been able to decipher my writing, (when perhaps he had taken no more than four lessons,) though he was totally unacquainted with the subject.

It is at first common with a learner to fancy, that the vowels being omitted in the middle of words in short-hand, is an obstacle to the reading. It may, till he is a little acquainted with this art, appear more difficult to read than common writing; but this, and every difficulty will vanish, in proportion as the characters become familiar: by which the learner will soon be convinced, that the consonants will sufficiently sound the words in our language, without the help of such vowels; for, in naming the consonants, we generally sound a vowel either before or after them.

For example sake, I shall here give a sentence or two in common writing, after the same manner of short-hand, omitting the vowels the same way, and writing those words in full, that the letters of the alphabet stand for; and it will be seen that no such difficulty will arise in the reading of it, as might be imagined.

#### EXAMPLE.

*There is a restless endeavour in the mind of man after happiness, is written thus—Thr is a rstls ndvr in the mind of mn aftr hpns.—Again: I have always been wonderfully delighted with that sentence in holy writ, “Pride was not made for man.”—I have b alws wndrflly dltd with that sntns in hly wrt, “Prde ws nt made fr mn.”*

It will be found, upon trial, that sentences thus written may be easily made out; and consequently that short-hand, by a little practice, may be read without hesitation.

I beg leave here to admonish the learner not to be discouraged, though he should, on his first attempt, meet with any little difficulty in the reading; but let him persevere, and he cannot fail of becoming an adept therein, even to his wish.

Having thus laid down every useful direction for the writing and reading short-hand, I shall next give instructions for Abbreviating.

\* Connexion has been always termed by Stenographers a master-key for the deciphering of short-hand.

## INSTRUCTIONS FOR ABBREVIATING.

WHEN the practitioner has made himself master of the instructions before given, and can write by them with some degree of ease, he must then proceed further, and make himself acquainted with a regular method of contraction, in order to enable him the easier to take down debates, lectures, sermons, trials, or any public speeches; which cannot well be attained without further *brevity*, and for which a few necessary rules will be given, though the method of writing by the former rules will be found a great saving of time, and sufficient for every other purpose where writing is required; yet there are many reasons why the practitioner should use himself to abbreviate, because he has not only the advantage of writing more expeditiously, but with six times the ease. The writing will likewise appear much more beautiful, and practice will render it as easy to be read as when written by the former rules.

By the tenth rule in the Instructions for Writing, the learner is directed to use the letter *m*, for the termination *ment* or *ments*; so, in like manner, we can by practice use most of the other letters for terminations, which at times may be found useful when expedition is necessary; but the following may at all times be used with propriety,—*b*, will serve for the terminations *ble* or *able*,—*f*, for *full*,—*n*, for *ness*,—*s*, for *self*,—*w*, for *ward*,—and *sh*, for *ship*,—as in the words *considerable*, *lawful*, *fulness*, *himself*, *forward*, *friendship*, &c. &c.

We can, by a little practice in *brevity*, express many words by a less number of consonants than are used in the spelling of them. We can often express words of many syllables, by two, three, or four of their first consonants. We can express many words by their initials only. We can omit many words in sentences, and yet leave the writing intelligible. And we can omit all the vowels, though they sound ever so strong at the beginning or end.—But this must be acquired by practice, and a regular course of contraction; by which the practitioner will find, that this desirable end of writing from a public speaker (though he shall speak uncommonly fast) can be accomplished (by this system) in a short time, and with much less trouble than he might at first imagine or believe.

The rules I am about to offer are the result of many years

experience, and which the practitioner may depend upon as the surest method of contracting.

### RULE I.

*Of expressing Words of many Syllables by two, three, or four of their first Consonants.*

All words consisting of two syllables and upwards, we have a greater power of contracting than monosyllables.—For instance; the word *possible*, may be written thus, *ps*; and the word *reputation*, thus, *rp*.—Example, *Is it possible that a man of reputation should descend so low?*—may be written thus, *Is it ps that a man of rp should descend so low?*—Again; *He is a man of understanding, and deserves encouragement*;—may thus be written, *He is a man of undr, and deserves nkrgr*.—And again; *Many odd circumstances occur in this transitory life*;—may be written thus, *Many odd srkm occur in this trns life*.—Greater liberties than these may be taken, when once this method becomes familiar; and yet the writing may be left intelligible, which must always be attended to.

### RULE II.

*Of expressing many Words by their Initials only.*

The practitioner will find it a very easy matter to distinguish words in sentences by their initials, as the words in our language have a great dependency upon each other; and will admit of writing only the initial, where the word going immediately before will not leave it uncertain.—Example, *He is the man whom you did so much justice to some time ago*;—could not be mistaken if written thus, *He is the man w you d so much justice to some t ago*.—Again; *He is a young gentleman of a competent fortune*;—may be expressed thus, *He is a y gentleman of a competent f*.—The practitioner may also contract long words in the same sentences where he expresses others by their initials; as, *He is a y gent of a knp f*.—When once a person becomes acquainted with this way of writing, he will find no difficulty in deciphering, though he may afterwards make it fuller, if he pleases, or has occasion to lay the writing by for any time.\*—The characters of the alphabet are only appointed to represent a few words, to prevent loading the memory; but it here plainly appears that the practitioner may use them for any word where the sense

\* Any memorandums or other writing, that are intended to be laid aside, may be written without these contractions.

will supply it; and, that by writing only one word in full, the initial of the next is sufficient to express it.

### RULE III.

#### *Of omitting Words in Sentences.*

Many words in sentences (particularly monosyllables) may be omitted, and yet leave the writing intelligible, as the sense will supply the deficiency.—Example, *Hear my law, O my people: incline your ears unto the words of my mouth;*—may be contracted thus, *Hear law, my people: incline ears to words my mouth.* Which cannot be mistaken, if the practitioner wishes to make sense of what he deciphers.—Again; *I will open my mouth in a parable: I will declare hard sentences of old; which we have heard and known: and such as our fathers have told us; that we should not hide them from the children of the generations to come; but to shew the honour of the Lord, his mighty and wonderful works that he hath done;*—may be sufficiently expressed thus, *I open mouth in parable: I declare hard sentences old; which we heard and known: and such as fathers told us; that we not hide them from children of generations come: but to shew honour of Lord, his mighty wonderful works he done.*

These demonstrations clearly shew the utility of this rule, when expedition is required. The practitioner may leave out such words in a sentence as best answer his purpose; and he should also observe, that as he has omitted words in sentences, for the sake of expedition, so by the dependence of one word upon another in our language, he will be able to ascertain the words that are omitted, and thereby make good the sentence, without the least difficulty.

### RULE IV.

#### *Of the Omission of all the Vowels.*

All the vowels may be dispensed with in expeditious writing, and the writer may affix them at his leisure, which I would recommend him not to neglect, if he intends laying the writing aside for any length of time. Though there is no occasion for omitting the dots, or vowels at the beginning or end of words, except when we are obliged to follow a rapid speaker; yet I would advise, that this rule be put in practice, as well as others; because the writer ought not to be at a loss in any thing that tends to facilitate the writing, but to be

perfect master of the whole, and practice will soon make this omission as familiar as any other.

## RULE V.

### *Of Repetitions.*

Repetitions of words and sentences often happen in a discourse; and to save both trouble and time, in this case, the writer must observe to draw a line with his pen under such words or sentences as are instantly repeated, which will denote that it is a repetition. But where a sentence is at different times repeated, and the writer has written it once, he need afterwards only write a word or two of such sentence, with the mark for &c.

Many words beginning with a vowel, we can express by the vowel and first consonant; or, if the word has a termination, by adding that termination to such vowel and consonant. Many words beginning with a consonant, we can express by their first consonant and following vowel; or when there is a termination, by writing the first consonant and termination only.

I would advise the practitioner not to be too anxious to abbreviate much at first, but go on by degrees, always contriving to leave his writing so that he may not be at a loss in deciphering it.

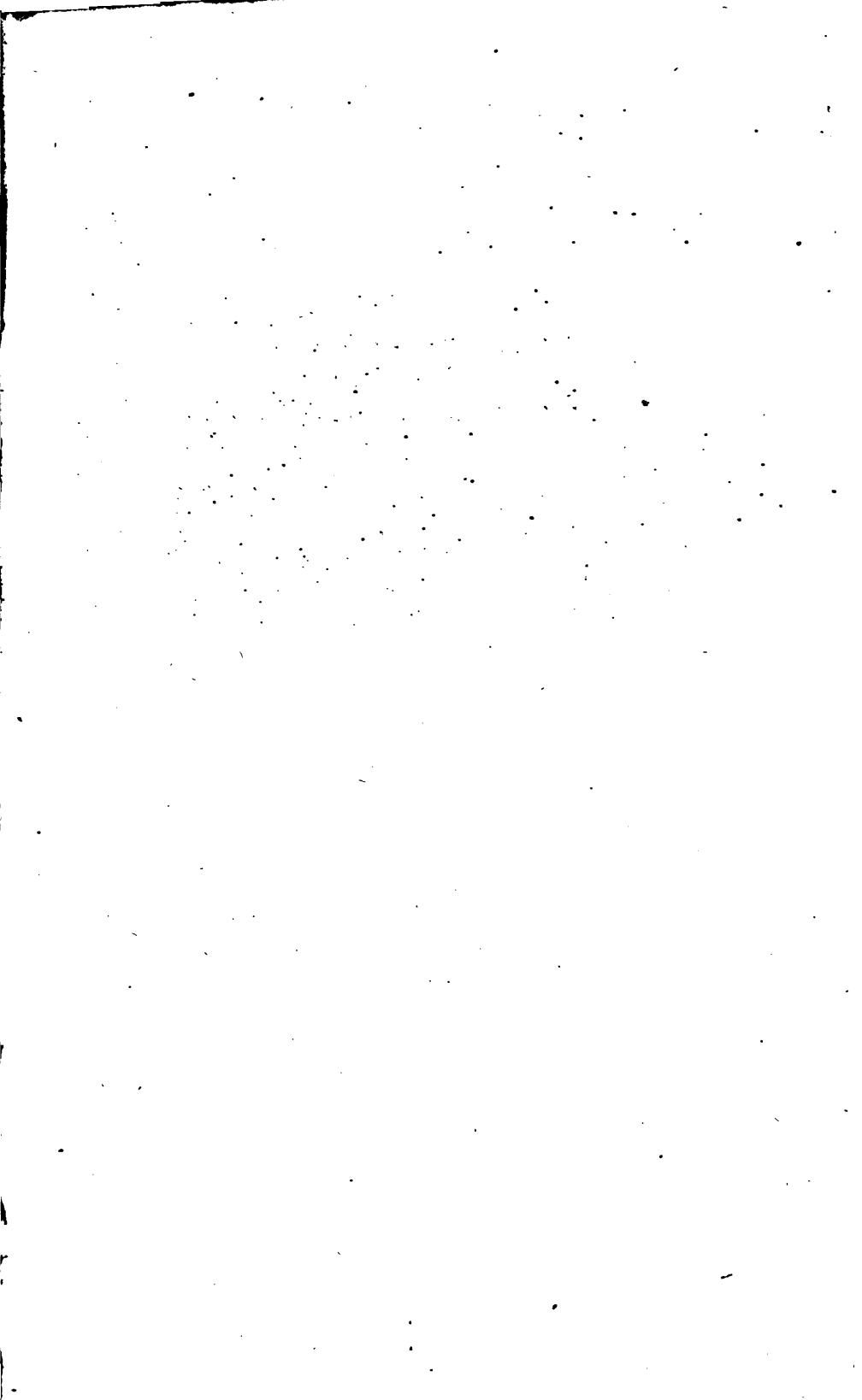
There are very few, I believe, that are in a line of business where much writing is required, but accustom themselves to abbreviate more or less, (particularly the gentlemen of the law); therefore it cannot appear more difficult to abbreviate in short-hand, than in the common way of writing.—When dispatch is required, it is enough if we make out what we commit to paper; and as we can in sentences express words by one or two letters, sufficiently to be understood, there can be no reason why a man should accustom himself to write more of a word, than he has occasion for at such times.

When the young short-hand writer first attends any court of justice, or other public place, in order to take notes, he should not attempt to write the whole, but merely the heads of what is then said. It is natural to suppose that he will at first be somewhat confused, which may prevent him from writing with that degree of ease or expedition, which he has been able to do when alone; but he ought to guard against this timidity, and not suffer himself in the least to be discouraged, though he should fail in his first, second, third, or more attempts; but let him persevere, and a little practice of this

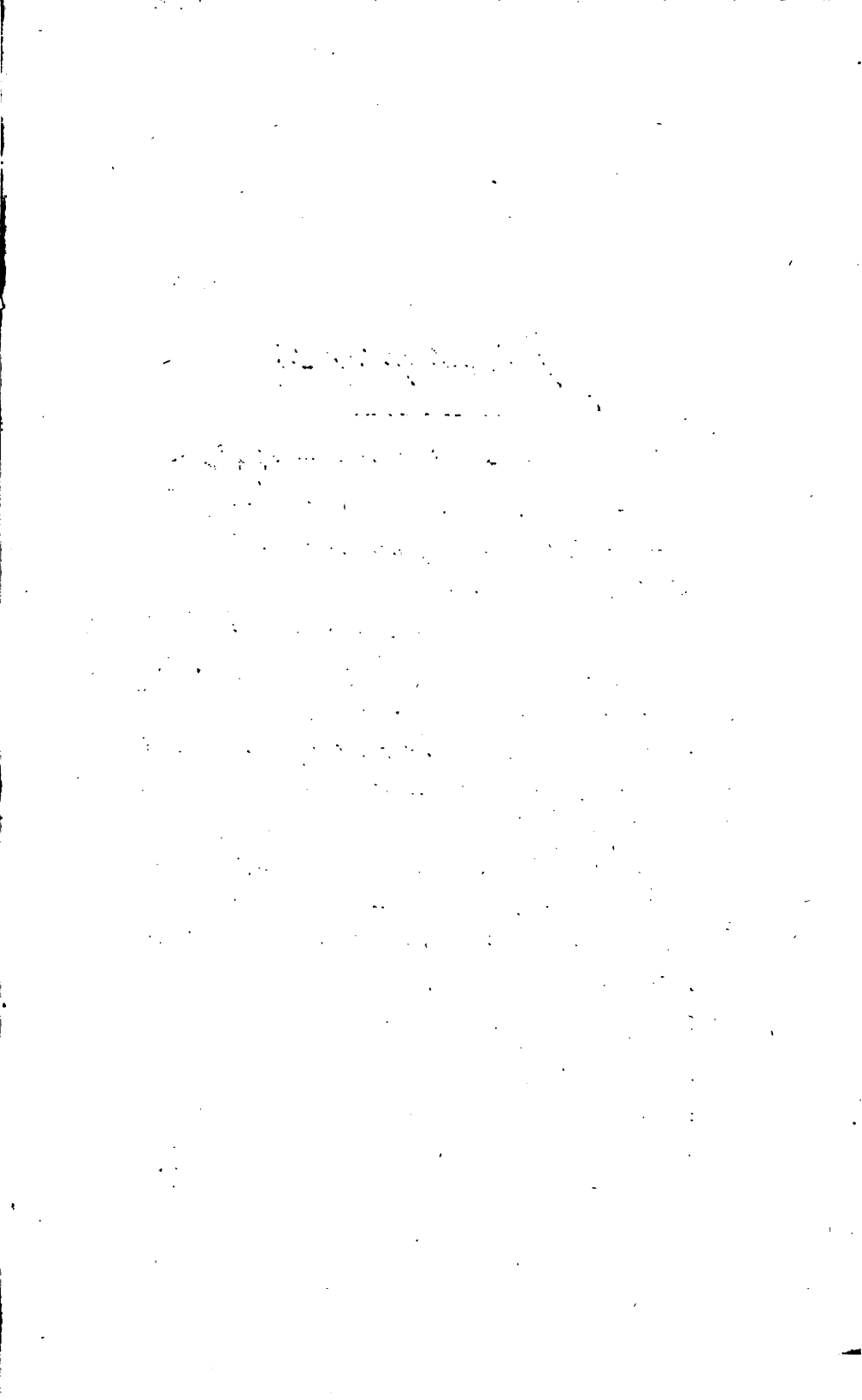




*Come let us sing unto the Lord*  
*let us heartily rejoice in the strength*  
*of our Salvation Let us come before*  
*his presence with thanksgiving and*  
*shew ourselves glad in him with*  
*Psalms. For the Lord is a great*  
*God and a great King above all*  
*Gods. In his hand are all the*  
*corners of the earth and the strength*  
*of the Hills is his also. The sea is*  
*his and he made it and his hand prepared*  
*the dry land.*







*The 3.<sup>d</sup> Letter in the 27.<sup>th</sup> N.<sup>o</sup> of the Spectator.*

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6-7 \ a - . u - 1 \ . u o 24  
 a . n . l . f \ - . u . n . i . s . t . i . v . n . .  
 \ 1 . o . a . \ . n . v . \ . o . e . i . o . i . n . q . l . s . e  
 n . z . n . . n . v . i . f . i . o . s . a . 2 . o . 4 . \ .  
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 i . l . y . o . s . o . y . o . u . o . f . e . e . o . i . e . o . f  
 e . y . e . i . \ . o . o . u . c . . n . - . . . . i . n . e . l . y . i . o  
 o . q . i . o . n . o . u . . . . . y . o . f . i . s . \ . i . u . o  
 o . n . i . f . y . o . n . o . l . c . . . . . i . n . i . o . i . n  
 . . . . . y . - . i . o . i . q . . . . . y . \ . x . y . u . i . q  
 . . . . . \ . f . n . o . u . u . i . . . . . y . . n . y . u . o  
 o . y . e . n . u . . . . . e . e . v . . . . . y . o . i . o  
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 y . e . e . e . o . i . o . i . o . . . . . o . n . o . o . i .  
 e . y . q . i . o . f . o . o . . . . .

kind will soon enable him to write the whole of whatever is delivered.

Nothing hitherto has been said concerning figures, but I shall here mention what is requisite.—Our common figures may be used in all cases, and are sufficiently expeditious; nor will they interfere with the writing, except the one when written by itself, which in this case need never be used, it being better to write a dot and *n* for one, than to make use of the figure.

Where figures are required to be written, they ought, for distinction sake, to be made something larger than the short-hand; and when cyphers are to be added to any number of figures, make so many dots thus, 87..., which will signify 87000. And so on for any number except 10, which may be written larger as above-mentioned, or else *tn* in short-hand.

Some have attempted the use of another set of figures, but they have ever proved unsuccessful; having been formed from the short-hand characters, that, when written, they could not often be distinguished from words, which has caused uncommon confusion.

The stops used in common writing, may be used in this short-hand, except the period or full point, which is distinguished by a wider space than common, and, in my opinion, is the only distinction of this kind necessary to be noticed in expeditious writing. When dispatch is required, we have no time for writing stops; but at other times they may be used at pleasure, though a comma, and the aforesaid method of denoting a fresh sentence will always be sufficient, even if the writing is intended to be laid aside.

There are eleven plates in number, besides the title-page; the smaller of which contain a sufficient number of words for the learner's inspection, and are much better than if they were to contain more.—The Plate No. 5, will be of the greatest assistance to the learner, as he will see the same words in short-hand under the common words in every line.—Nos. 6 and 7 contain specimens, with the words written at full length.—I have also contrived the writing to be larger and stronger in some plates than others: to shew that it may be written either large or small, as the writer pleases; but the smaller the writing, so that the letters are proportionable in size, the more expeditious and easy it will be, and so much the more beautiful will the writing appear.

I would by all means advise the learner to accustom himself to write the short-hand small and neat, without blotting

the curves, till it becomes perfectly familiar, and not be too anxious of writing expeditiously at first, as that will follow of course.

The following Plates, Nos. 8, 9, and 10, contain specimens conformable to the rules for contracting; and No. 11 contains some proceedings in the first session of the fourth parliament of Ireland, as taken down in short-hand in the House of Commons, on Wednesday, October 29th, 1783, by the Author of this work.

I have nothing more to add for the use or instruction of the practitioner, except a few words concerning the kind of pen proper to be used for writing short-hand.

A common pen must be made with the nib much finer than for other writing, and something harder, with a small cleft.—For expeditious writing, some use what are called fountain pens, into which your ink is put, which gradually flows when writing, from thence into a common pen cut short to fit the smaller end of this instrument; but as it is a hard matter to meet with a good one of this kind, I would recommend a steel or silver one, that will write fine, without blotting the curves of the letters.—The steel ones are generally the best, both for the neatness with which they cut the letters, and for duration.

#### EXPLANATION OF PLATE IX.

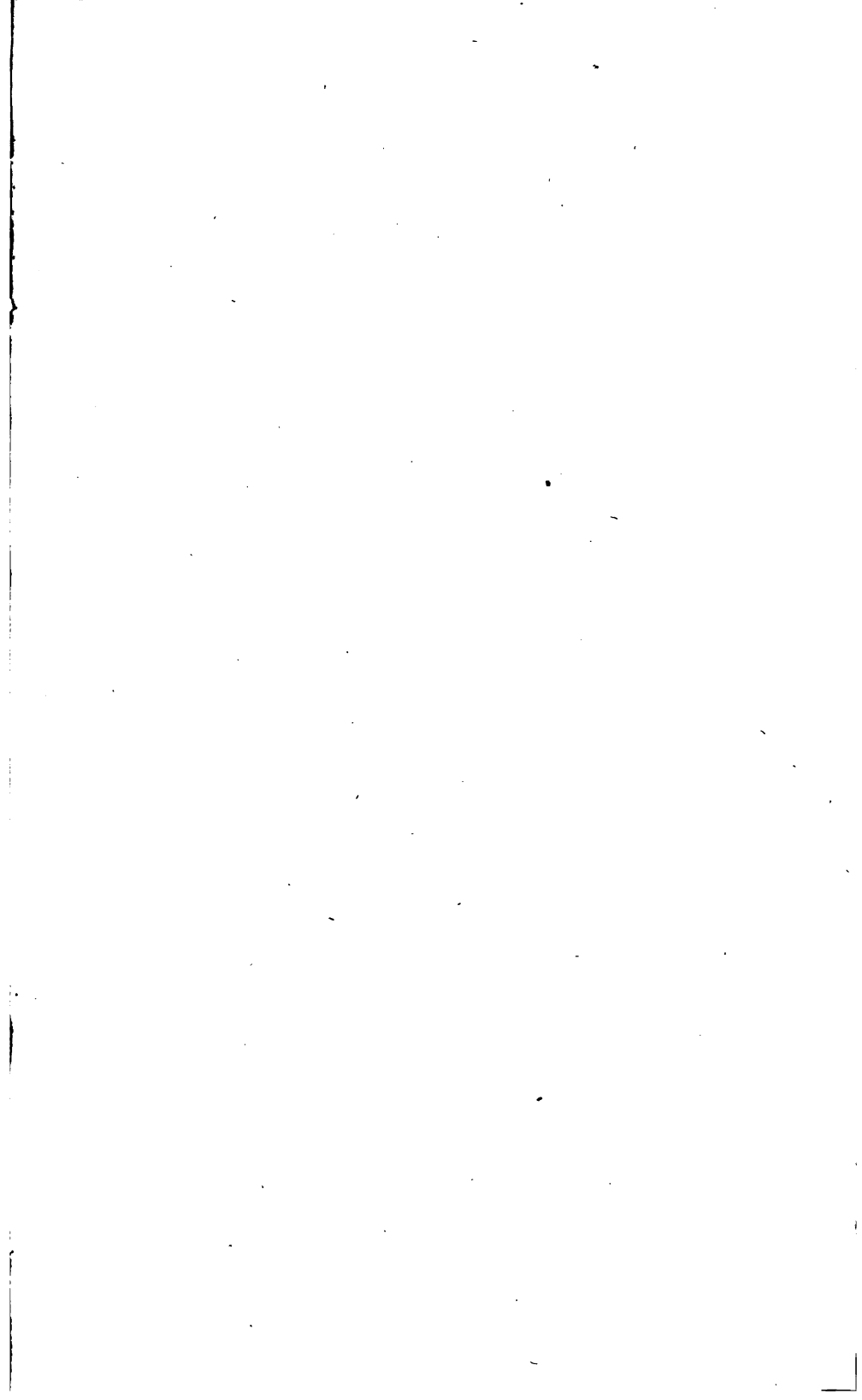
*Where some Words are expressed by their Initials.*

It has been observed by writers of morality, that, in order to quicken human industry, Providence has so contrived it, that our daily food is not to be procured without much pains and labour. The chase of birds and beasts, the several arts of fishing, with all the different kinds of agriculture, are necessary scenes of business, and give employment to the greatest part of mankind. If we look into the brute creation we find all its individuals engaged in a painful and laborious way of life, to procure a necessary subsistence for themselves, or those that grow up under them: the preservation of their being, is the whole business of it: an idle man is therefore a kind of monster in the creation: all nature is busy about him; every animal he sees approaches him. Let such a man, who lies as









*P. 9.*

1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-104

a burthen, or dead weight upon the species, and contributes nothing either to the riches of the commonwealth, or to the maintenance of himself or family, consider that instinct with which Providence has endowed the ant, and by which is exhibited an example of industry to rational creatures.

I was yesterday pursuing the hint which I mentioned in my last paper, and comparing together the industry of man with that of other creatures: in which I could not but observe, that notwithstanding we are obliged by duty to keep ourselves in constant employ after the same manner as inferior animals are prompted to it by instinct, we fall very short of them in this particular. We are here the more inexcusable, because there is a greater variety of business to which we may apply ourselves. Reason opens to us a large field of affairs, which other creatures are not capable of. Beasts of prey, and I believe, of all other kinds, in their natural state of being, divide their time between action and rest. They are always at work or asleep. In short, their waking hours are wholly taken up in seeking after their food, or in consuming it. The human species only, to the great reproach of our natures, are filled with complaints, that *the day hangs heavy on them, they do not know what to do with themselves, that they are at a loss how to pass away their time*, with many of the like shameful murmurs, which we often find in the mouths of those who are styled reasonable beings. How monstrous are such expressions among creatures who have the labours of the mind, as well as those of the body, to furnish them with proper employments; who, besides the business of their proper callings and professions, can apply themselves to the duties of religion, to meditation, to the reading of useful books, to discourse; in a word, who may exercise themselves in the unbounded pursuits of knowledge and virtue; and every hour of their lives make themselves wiser or better than they were before.

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#### EXPLANATION OF PLATE X.

*Where some Words in Sentences are omitted.*

It is a just remark, founded upon truth, and the convictions of daily experience, that gratitude is the basis, the groundwork, the fundamental principle of every moral, every social,

every Christian virtue. . . If we deeply investigate into the latent springs of action, inquire minutely into the recesses of the human heart, and trace the secret motives that stimulate the active soul, ample proof will appear to justify this observation. Inspired with sentiments of gratitude, you are naturally led to entertain the lowest ; that is, the justest opinion of yourselves, in the emphatical expression of the apostle, "clothed with humility." On this fertile soil, every Christian virtue thrives and flourishes, "takes root downward, and bears fruit upward." It is this that produces universal charity, which is the life and essence of religion. For what doth the Lord require of man, or what constitutes a pure and acceptable service, but "to do justice, to love mercy, and to walk humbly with thy God?" In this is briefly comprehended all religious duties, every social virtue. And from what foundation do these living waters flow? From what source are these Christian graces originally derived.

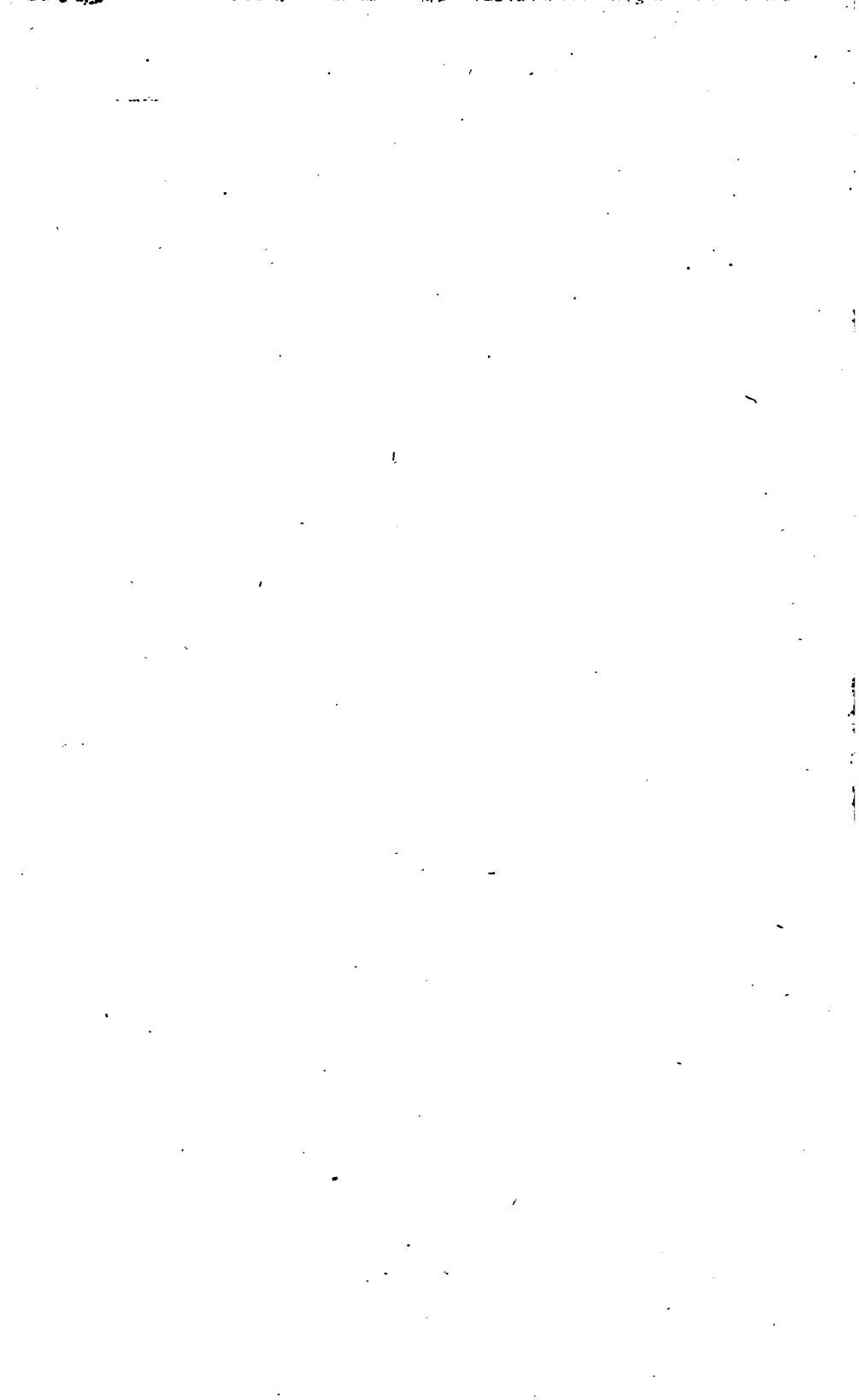
Gratitude is the main spring that actuates and invigorates the whole machine that directs its operations in pursuit of every virtuous ornament, and inspires the soul with a just and laudable emulation, striving to excel, and abound in all degrees of perfection, to add one virtue to another.

Gratitude is an active, a vital, a generous and disinterested principle, seeketh not its own private selfish advantage, but rejoiceth more in the welfare, prosperity, and happiness of others than in that of his own, and never enjoys a more exalted degree of felicity than when it becomes instrumental to that of our fellow-creatures. Herein it is, that a mind, glowing with a deep sense of those mercies that are "new every morning," exercises itself, in order to merit the daily blessings poured from above.

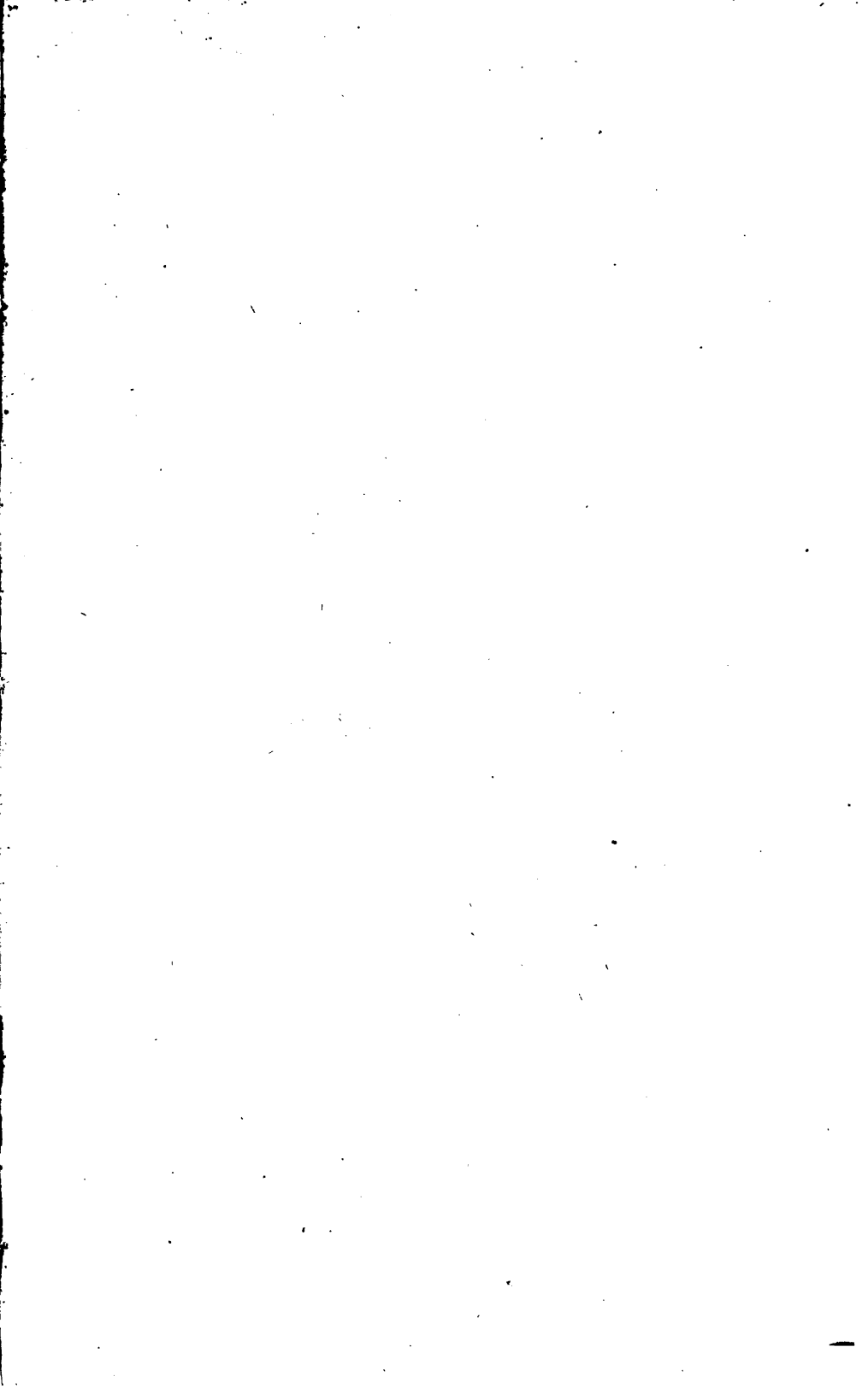
Gratitude is perpetually pressing forward to attain the mark, to arrive at "the measure of the stature of the fulness of Christ." Conscious of its own insufficiency, it strives to supply want of strength, by a vigorous exertion of those faculties with which it is possessed. In itself humble, generous, and humane, it abounds in all amiable qualities that dignify human nature, command respect, and engage love, piety towards God, beneficence, and all the social duties, towards mankind in general.

Without partiality, great are the fruits of this excellent disposition, this happy frame of mind. For how, indeed, can you testify a grateful sense of the blessings you enjoy, any otherwise than by that general philanthropy, that good-will towards men, which produces the most extensive acts of









# Pl. 11.

1. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

charity and munificence. Gratitude is always observed to take the deepest root in the most magnanimous disposition, and that soul may justly be pronounced not far from the kingdom of heaven, where this vital principle makes its abode. The heart that glows with this generous virtue, is fraught with all those other amiable, endearing, and tender qualities, that constitute goodness.

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## EXPLANATION OF PLATE XI.

THE Right Honourable John Foster rose, and said, he wished to bring forward a matter of the utmost consequence to Ireland; it was well known that the kingdom of Portugal had unjustly laid restrictions upon our trade; it was, therefore, high time that this country should take her conduct into consideration; and it would become us, on the occasion, to act with prudence and with spirit. With spirit—because, if Portugal still refused to give Ireland those commercial advantages, which in justice we had a right to, (as the products of that country imported hither could be amply supplied to us from other places) he would be one who would tax the commodities which came from thence, in such a manner, as would amount to a prohibition. On the other hand, if she agreed to take our manufactures, prudence should dictate to us to give every encouragement to her trade. He thought, therefore, the best mode of investigating this matter would be by a committee, and therefore moved, that a committee be appointed to take into consideration the trade of this kingdom with Portugal.

Mr. Gardiner rose to second the motion of his Right Honourable Friend, and to suggest some things of which he had received information.—I hear, Sir, the conduct of the court of Spain towards this country has been very different from that of the court of Portugal. Formerly, Spain laid very heavy duties upon Irish linen, much higher than were imposed on either the French or German; but, of late, I am told, they have very much diminished that duty, so as even to put us on an equality with the Germans and the French, and that they have established manufactories for printing and staining linens, which they send over to their colonies; for this purpose they have purchased from the English merchants, within this short time, no less than 18,000 pieces of Irish linen.—Now, Sir, if this be the case, see what the consequence is—

the English merchant acts as our factor; he has one profit, we have another; whereas, if a direct intercourse was opened between Spain and us, we should be in possession of both the profits. There is another matter which would render our direct trade to Spain of infinite importance to this country, and that is, with respect to our woollen manufacture. All cloths made here, from 13 to 17s. per yard, are composed of a mixture of Irish and Spanish wool: and all cloths from 17s. per yard and upwards, consist wholly of Spanish wool. This wool we have hitherto been obliged to get from England; and that is a principal cause why we have not been able to equal her in this branch of trade; for, in this too, the English merchant acts as a factor; and while Spain gets one profit, the factor gets another; so that in England they pay but the first price, and consequently have the Spanish wool infinitely cheaper. There is also the article of dye-stuff, of which we import a considerable quantity from Spain through the like medium of the English factor, and for which, therefore, we pay a double price. If then the information I have received is true, it must be apparent what advantages will accrue to us from a trade with Spain;—they would take our linens at a reduced price from that which we are at present paid for them, and we should have in return all necessary articles from thence, at a much lower rate than we are now able to procure them. If, therefore, the conduct of Portugal should make us lay prohibitory duties on the products of that country, and if we can receive so many material benefits from a commerce with Spain, I think it would be wise in us to lessen the duties on Spanish wines: I wish, therefore, the Right Hon. Gentlemen would add the words “*and Spain*,” to his present motion.

THE END.

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*Directions for placing the Plates.*

|                            |         |
|----------------------------|---------|
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| 5, 6, 7, . . . . .         | 43      |
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| 10, . . . . .              | 46      |
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